"A Technical Education is good preparation for making a good living, but better preparation for making a good life."

ANSON TECHNICAL INSTITUTE

General Catalogue / 1974-1976

VISITORS

Visitors, and in particular prospective students, are always welcome at Anson Technical Institute. The Dean of Students will provide guide service for groups or individuals during day or evening hours when the college is open. Questions about the college and its programs will be answered by a member of the student personnel office.

The General William A. Smith home, built in the early 1840's

General Smith, a native of Ansonville and a Civil War Veteran, was dedicated to the welfare of the youth of his community. Evidence of this concern is reflected in the trust fund established by him for support of vocational training of future generations in the Ansonville area.

ANSON TECHNICAL INSTITUTE

THE MEMBERSHIPS AND APPROVALS:

Anson Technical Institute is a member

of

American Association of Junior Colleges

American Technical Education Association

North Carolina Department of Community Colleges

Student Services Personnel Association

The Association of Occupational Curriculum Directors and Supervisors

The Southern Association of Colleges and Schools (Candidate Status)

National Association of College and University Business Officers

Association of Community Colleges Business Officials

Anson Technical Institute is recognized and approved

by

North Carolina State Board of Education

North Carolina Department of Community Colleges

North Carolina Department of Public Instruction

Division of Vocational Rehabilitation

Veterans Administration

North Carolina State Board of Nursing

GENERAL CATALOGUE

1974-75

1975-76

Post Office Box 68

Ansonville, North Carolina 28007

Telephone (704) 826-2575

Volume 73-3

A MESSAGE FROM THE PRESIDENT

Anson Technical Institute exists to provide individuals with a quality education designed to help them enjoy a successful life. Our programs of study allow the individual to choose courses which will increase his earning power and enrich his understanding of live. Our students come from many different backgrounds, but each one can gain the education necessary to enter new career fields or upgrade job skills. Anson Technical Institute offers our students an education that has the positive power of meeting real economic and inner needs in their lives.

Anson Technical Institute helps the individual reach his goals by providing a wide range of college courses in technical, vocational, and college transfer subjects. Each course leads the student toward an award of a diploma, degree, or certificate. Highly qualified instructors help the student gain knowledge and skills. The staff of Anson Technical Institute takes the time to make sure the student has the latest tools for learning, and personal help with the details of his education. Personal attention, highly skilled instructors, vital study programs, and good equipment, insure the student of a quality education.

An education at Anson Technical Institute rewards the student in many ways. His new skills will assist him in qualifying for new positions. A better paying job will allow him to buy more needed goods and services. Personal satisfaction is gained by mastering skills which will help him the individual cope with the challenges of a technological age.

H. B. Monroe, President

TABLE OF CONTENTS

Academic Calendar 1974-75

FALL QUARTER 1974

September	11	Wednesday	Registration 9 a.m. through 9 p.m.
September	12	Thursday	Classes Begin — Late Registration Fee
September	20	Friday	Last Day for Late Registration
November	27	Wednesday	Fall Quarter Ends

WINTER QUARTER 1974-75

December	2	Monday	Registration 9 a.m. through 9 p.m.
December	3	Tuesday	Classes Begin — Late Registration Fee
December	13	Friday	Last Day for Late Registration
December	20	Friday	Christmas Holidays Begin at 5 p.m.
January	6	Monday	Classes Resume at 8 a.m.
March	4	Tuesday	Winter Quarter Ends

SPRING QUARTER 1975

March	10	Monday	Registration 9 a.m. through 9 p.m.
March	11	Tuesday	Classes Begin — Late Registration Fee
March	21	Friday	Last Day for Late Registration
March	27	Thursday	Easter Holidays Begin at 5 p.m.
April	1	Tuesday	Classes Resume at 8 a.m.
May	28	Wednesday	Spring Quarter Ends

SUMMER QUARTER 1975

June	4	Wednesday	Registration 9 a.m. through 9 p.m.
June	5	Thursday	Classes Begin — Late Registration Fee
June	13	Friday	Last Day for Late Registration
June	27	Friday	Summer Vacation Begins at 5 p.m.
July	14	Monday	Classes Resume at 8 a.m.
September	1	Monday	Labor Day Holiday
September	4	Thursday	Summer Quarter Ends
September	4	Thursday	Graduation

Academic Calendar 1975-76

FALL QUARTER 1975

September 10	Wednesday	Registration 9 a.m. through 9 p.m.
September 11	Thursday	Classes Begin — Late Registration Fee
September 19	Friday	Last Day for Late Registration
November 26	Wednesday	Fall Quarter Ends

WINTER QUARTER 1975-76

December 1	Monday	Registration 9 a.m. through 9 p.m.
December 2	Tuesday	Classes Begin — Late Registration Fee
December 12	Friday	Last Day for Late Registration
December 19	Friday	Christmas Holidays Begin at 5 p.m.
January 5	Monday	Classes Resume at 8 a.m.
March 2	Tuesday	Winter Quarter Ends

SPRING QUARTER 1976

March 8	Monday	Registration 9 a.m. through 9 p.m.
March 9	Tuesday	Classes Begin — Late Registration Fee
March 19	Friday	Last Day for Late Registration
April 16	Friday	Easter Holidays Begin at 5 p.m.
April 20	Tuesday	Classes Resume at 8 a.m.
May 26	Wednesday	Spring Quarter Ends

SUMMER QUARTER 1976

June 1	Tuesday	Registration 9 a.m. through 9 p.m.
June 3	Thursday	Classes Begin — Late Registration Fee
June 11	Friday	Last Day for Late Registration
June 25	Friday	Summer Vacation Begins at 5 p.m.
July 12	Monday	Classes Resume at 8 a.m.
September 2	Thursday	Summer Quarter Ends

TRUSTEES, ADMINISTRATION, FACULTY AND STAFF

BOARD OF TRUSTEES

Term Expires

Linn D. Garibaldi, Chairman 1975
311 Morven Rd., Wadesboro, N. C.

Olin Ballard, Vice-Chairman 1975
Ansonville, N. C.

Tom A. Allen 1977
Peachland, N. C.

W. Rowe Henry 1975
Morven, N. C.

William A. Hammonds 1973
Wadesboro, N. C.

F. Jeff Cloud, Jr. 1973
Lilesville, N. C.

J. Hubert Kiker 1977
Route 2, Polkton, N. C.

J. B. Watson, Jr. 1975
Wadesboro, N. C.

John R. Potter, Jr. 1975
Wadesboro, N. C.

W. Cliff Martin 1977
Polkton, N. C.

Rommie Pierce 1979
Route 2, Polkton, N. C.

Harry G. Hodges, Jr. 1981
Box 308, Wadesboro, N. C.

ADMINISTRATIVE TRUSTEES
GEN. WILLIAM A. SMITH TRUST

A principal force in the establishment of Anson Technical Institute was the General William A. Smith Trust. Under provisions set forth in the will of the late Gen. Smith, the Administrative Trustees have provided support for this institution with funds for capital outlay and operating expenses.

Robert L. Cagle, Jr.
Wadesboro, N. C.

James A. Hardison, Jr.
Wadesboro, N. C.

Mary Nelme Griffin
Ansonville, N. C.

ADMINISTRATION

H. B. Monroe.....President
B.S., M.S. State University of New York; Graduate Study Bucknell University; University of Missouri; Ed.D. Colorado State University.

Floyd V. Hower, Jr.....Dean of Student Affairs and General Education
B.S. Rutgers University; M.A. Ball State University; Ph.D. Michigan State University.

James A. Keyzer.....Dean of Technology
A.A.S. Wilson Technical Institute; Additional Coursework North Carolina State University.

Norma J. Sutton.....Counselor
A.A. Kittrell Junior College, Kittrell, N. C.; B.S. North Carolina A & T; M.S. North Carolina A & T.

Don Thompson.....Director on Continuing Education
A.A.S. Stanly Technical Institute.

Donnie N. Lowder.....Dean of Administration
A.A. Central Piedmont Community College; Additional Coursework Shaw University.

FACULTY

Mangum, Linda.....Business Education
A.A. Wingate College, B.S. Appalachian State University; M.Ed. University of Georgia.

Booth, Scott.....Chairman of Business Education
B.S., B.A. Appalachian State University; M.A. Appalachian State University.

Russell, Elmon.....Business Education
B.S. University of North Carolina at Chapel Hill.

Whitaker, Phillip.....Air Conditioning and Refrigeration
Central Piedmont Community College; Additional Coursework. Carrier Service School.

Little, E. C.....Welding

Carpenter, Clay T.....Chairman of Vocational Department and Automotive Mechanics
A.B. Pfeiffer College; Brevard College; Nashville Auto Diesel College; Fire Service Training, N. C. State University.

Seigler, Wyatt.....Carpentry

Champion, Joe.....Commercial Art
B.A. University of North Carolina at Charlotte.

Worthington, Rodney.....Photography
Central Piedmont Community College; Paier School of Art, New Haven, Conn.

Ingold, Barbara.....Photography

Hinson, Lula G. ..... Practical Nurse Education
B.S.N. Medical College of Virginia; Additional Coursework University of North Carolina, Greensboro.

McRae, Jackie ..... Practical Nurse Education
R.N. Baptist Hospital, Winston-Salem; Additional Coursework Richmond Technical Institute.

Whatley, Arleen ..... Practical Nurse Education
R.N. Queen of Angels School of Nursing, Los Angeles, California.

Butler, Alice ..... Social Science
A.B. High Point College, High Point, N. C.; M.A. Appalachian State University.

Morgan, Virginia ..... Math Education
B.S. State University of New York, Cortland; M.S. State University of New York, Cortland, N.Y.

Ebert, Judi ..... English Education
B.S. University of Wisconsin-Oshkosh M.Ed. University of Wisconsin-Oshkosh.

STAFF

Little, Teresa ..... Librarian
B.S. Florida A & M University.

Pennington, Margaret I. ..... Library Clerk

Carpenter, Jewel B. ..... Bookkeeper, Business Office

Edwards, Gennie R. ..... Secretary, Business Office
A.A.S. Anson Technical Institute.

Moore, Sharon ..... Secretary, Dean of Technology
A.A.S. Wingate College.

Moore, Kathy ..... Secretary, Dean of Continuing Education
A.A.S. Anson Technical Institute.

Turner, Patricia ..... Secretary to the President
A.A.S. Anson Technical Institute.

Thomas, Fran ..... Secretary, Dean of Student Affairs

Pope, Robert ..... Grounds Keeper

Ingram, Joseph, Jr. ..... Maintenance

GENERAL INFORMATION

HISTORY

Anson Technical Institute was originally designated as the Ansonville Industrial Education Center in November, 1962 by action of the State Department of Public Instruction. Many local citizens were instrumental in securing this operation for the Anson County area. Trustees of the General William A. Smith Trust, public school officials, and individuals interested in a wider range of educational opportunities for local residents completed arrangements for the establishment in Ansonville. The Center was supported by state, local, and federal funds.

From this beginning in 1962, the Ansonville Industrial Education Center made steady progress. Classes were offered in many parts of Anson County in addition to those held at the Center.

On December 2, 1967, a local board of trustees was officially appointed by the Anson County Board of Education and the County Commissioners. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

In 1971, Anson Technical Institute was chartered in its own right by the North Carolina Department of Public Instruction.

OBJECTIVES

Anson Technical Institute's primary objective is to provide maximum educational and training opportunities for all persons interested in improving themselves. To attain the objective, the College's Board of Trustees and its administrators subscribe to the "open-door policy" which insures that low-cost or tuition free educational and training programs are available at all levels of learning. In their judgment, the teaching of reading to an adult who cannot read is just as important as preparing a student to enter industry as a tradesman or technician; likewise, equipping the unskilled with a useful skill is as important as developing an untrained mind to a professional level. Thus, the college does not impose restrictive admission standards which may deny college entrance to students who may have a need for its educational and training programs. Aptitude and placement tests, when given, are administered solely to determine a student's potential for success in the program of his choice. When test scores do not indicate a readiness for the desired program of study, the student may be referred to the Directed Studies Laboratory; or he may be counseled to select a more suitable program in which he will likely have a better chance to succeed.

PURPOSES

Anson Technical Institute's purpose is to meet the educational and training needs of adults, 18, years of age or older. Specifically, the college wants to offer quality programs in the following areas:

1. Educational programs designed to meet the needs of people who are functionally at or below the eighth grade level.
2. High School diploma programs designed to meet the educational needs of people who did not complete high school.
3. Vocational programs to prepare people, including employed citizens who need training or re-training, for employment in business, industry, government, agriculture, and service occupations.
4. Technical programs to prepare people at the technician or semi-professional level for employment in business, industry, government, agriculture, and service occupations.
5. General Educational two year program, with a one year college transfer option.
6. Programs of a general or cultural nature to meet the needs and desires of the people of the community.

Anson Technical Institute aims to fulfill the individual educational and training needs of the community. At the same time, the college's programs help supply the area with qualified and trained manpower for continued industrial, business, and agricultural growth. The college is dedicated to providing a broad range of educational and training programs that offer people the opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help make them more effective members of their community.

ADMISSIONS

Anson Technical Institute subscribes to the "Open Door" policy as set forth by the North Carolina Department of Community Colleges. Thus, the College will admit all applicants who are 18 years of age or older and are high school graduates or equivalent to some appropriate program. Admission may be to a curriculum program or to a directed studies program designed to strengthen any educational weaknesses. *All* who apply are admitted.

ADMISSION PROCEDURES

Persons wishing to apply for admission to a curriculum program at Anson Technical Institute should contact the Student Affairs Office. An application and interview are generally required for all curriculum programs. An applicant should furnish the Student Affairs office a health certificate by the end of the first week of classes. Because of the special nature of some programs, there may be additional requirements.

All degree curricula and health career diploma programs require high school graduation or the equivalent. The high school graduation requirement is considered to have been met by graduation from high school, possession of a State High School Equivalency Certificate, or possession of an Adult High School Diploma.

Admission to a diploma curriculum is permitted upon demonstration of a need for the particular curriculum as determined by counseling interviews, personal interest, or tests.

PROVISIONAL ADMISSIONS

Students applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements should be completed with the first quarter of attendance.

ADMISSIONS OFFICE

All applications for admission to curriculum programs are processed through the Student Affairs Office. Inquiries concerning admissions should be directed to that office.

ADMISSIONS OFFICE

All applications for admission to curriculum programs are processed through the Student Affairs Office. Inquiries concerning admissions should be directed to that office.

ADMISSIONS TO CONTINUING EDUCATION PROGRAMS

Any person who is 18 years old or a high school graduate is eligible to enter a Continuing Education Program. Further information is available in the Continuing Education section of this catalog or from the Director of Continuing Education at the College.

TRANSFER APPLICANTS ADMISSION

Transfer students may enter Anson Technical Institute upon meeting requirements as outlined above. Transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

FINANCIAL INFORMATION

TUITION PER QUARTER

Tuition	$32.00
Fees	$ 5.00
	$37.00

Tuition for students taking less than 12 quarter hours is $2.50 per quarter hour of credit.
NOTE: Tuition is set by state policy and subject to change without notice.

OUT OF STATE TUITION

Out of state tuition applies to any student whose legal residence is outside of North Carolina, or, in the case of students who are boarding or living with relatives in the community, whose parents or guardians live outside the state.

Tuition	$137.50
Fees	$ 5.00
	$142.50

Tuition for out of state students taking less than 12 quarter hours is $11.50 per quarter credit hour.

TEXTBOOK AND SUPPLIES

Students must purchase textbooks and other necessary supplies. For their convenience, the college maintains a bookstore in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

SPECIAL FEES

Because of the nature of some programs, additional fees may be charged.

REFUND POLICY

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. Withdrawal requests must be presented to the Dean of Student Affairs before the student withdraws from classes. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within ten calendar days after the first day of classes, as published in the Calendar of Events. Tuition refunds will not be made should the Institute cancel a class. If a student voluntarily withdraws from a particular class while remaining enrolled in school, he will receive no refund from the course dropped.

ACADEMIC REGULATIONS

QUARTER SYSTEM

Anson Technical Institute operates on the quarter system. The Fall, Winter, Spring, and Summer Quarters are each approximately eleven weeks in length. The college is in session five days per week. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. No credit will be granted for courses in which the student is not properly registered. Classes missed because of late registration will be counted as absences. Registration instructions are published prior to each registration which provides needed enrollment information.

ESTABLISHMENT OF RESIDENCY

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person twenty-one years of age or older is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least six months immediately preceding the date of his first enrollment in an institution of higher education in this state. The legal residence of a person under twenty-one years of age at the time of his enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. If the parents are divorced or legally separated, the legal residence of the father will be considered the residence of the student unless custody of the minor has been awarded by court order to the mother or to a legal guardian other than a parent.

Students who are in doubt as to their status as resident should request clarification by writing to or by consulting the Business Manager before registration

CHANGE OF SCHEDULE

Changes in class schedules after registration may be made only with approval of the advisor, instructor of the course involved, and the Student Affairs Office.

The last day that courses may be added each quarter is stated on the college calendar (normally one week after registration). Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the Student Affairs Office and the Business Office.

STUDENT COURSE LOAD

The normal student load is 17-20 quarter hours. A student must carry 12 quarter hours to be considered a full-time student. The normal maximum load is 21 quarter hours. The permission of the Department Chairman and the appropriate Dean of Instruction must be obtained in those cases where more than 21 quarter hours are scheduled.

CLASSIFICATION

A student is classified as a freshman from initial enrollment until 48 quarter hours credit has been earned. Students who have earned 48 quarter hours credit or more are classified as seniors.

ATTENDANCE POLICY

Anson Technical Institute considers absences serious in nature and does not condone any absence unless it is absolutely necessary. A student must attend at least 75 percent of the scheduled class hours to be eligible to receive credit for a course. This is a college policy and cannot be waived for any reason whatsoever.

The keeping of attendance records and assigning of make-up work are the responsibility of the instructor. Any absence may result in a deduction of quality points or lowering of the grade at the discretion of the instructor.

A student missing 25 percent or more of the scheduled class hours, for any reason whatsoever, excused or unexcused with or without permission, cannot receive a passing grade in the course.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.0 quality point system is used to calculate student quality point averages. The letter grades used are:

A	Outstanding	4 quality points
B	Above Average	3 quality points
C	Average	2 quality points
D	Poor	1 quality point
F	Failing	0 quality point
* I	Incomplete	0 quality point

*Incomplete - No grade because of incomplete work. The student must

complete the work due and remove the I from his record during the following quarter. An I automatically becomes an F if not removed in the prescribed time.

Au - Audit, no grade or quality point

P - Passing

W - Withdrawal from the course during the school term. This indicates the student will receive no grade and no credit for the course.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours earned.

An average of C in the major area of study and an overall average of C is required for graduation. An average of C on the 4.0 quality point system is a 2.0 quality point average.

WARNING REPORTS

Warning reports are issued at mid-quarter if a student is failing or in danger of failing. Final quarter grades in all courses are issued as soon as they are processed at the end of each quarter.

DEAN'S LIST AND HONOR ROLL

Anson Technical Institute recognizes outstanding academic achievement by a student through the Dean's List and Honor Roll, Students enrolled for a minimum of 12 quarter hours and receive a B average (3.0 quality points) will be placed on the Dean's List; students enrolled for a minimum of 12 hours and receive an A (4.0 quality points) will be placed on the Dean's List with high honors for the quarter

CREDIT BY EXAMINATION

A student may earn credit by examination for a given course, if he can demonstrate the required level of proficiency, as a result of independent study or experience. This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the concerned department chairman. Grades will be assigned by the department chairman according to test results. A minimum of 30 quarter hours in residence is required for graduation.

SUPERVISED INDEPENDENT STUDY

Supervised Independent Study is an alternate means of completing the requirements of credit courses which lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection.

REQUIREMENTS FOR GRADUATION

The following requirements apply to all programs; however, some departments may have additional requirements applicable only to that department:

A student must have a 2.00 quality point average in his major, an overall

2.00 average (c average), and have completed all required courses in order to graduate.

Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Affairs for permission to graduate in absentia. Such petition must be made at least ten days before commencement exercises.

Each graduating student must make application for graduation and pay the appropriate graduation fees at registration for the last quarter prior to graduation.

Upon recommendation of the department chairman and approval of the department faculty and the administration, certain specific graduation requirements may be waived.

Any student who expects to graduate at the end of fall quarter, may with the consent of the appropriate Dean of Instruction, meet the requirements for graduation by attending the August ceremony provided that they sign a letter requesting early graduation fee by the beginning of the Summer Quarter.

WITHDRAWALS

Students withdrawing from the college should contact the Student Affairs Office for the appropriate forms and procedures for official withdrawal.

RE-ADMISSION

A student who has withdrawn for any reason other than disciplinary may re-enter any quarter provided all debts to the college have been paid. Students suspended for disciplinary reasons may be re-admitted at the beginning of the next quarter with approval of the President. Because of limited facilities, students in Health Occupations must have permission of the department chairman to re-enter.

REPEATING COURSE WORK

Any course may be repeated. No course may be counted more than once in calculating the total number of quarter hours credit toward graduation.

TRANSFER OF CREDITS

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma, or program at Anson Technical Institute. Students are expected to file transcripts of all previous college work. A minimum of 30 quarter hours in residence is required for graduation.

Transfer credit from any institution in the North Carolina Department of Community Colleges is accepted. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Records of prior work will be evaluated by the college. Final acceptance or rejection of transfer credit lies with the college.

Credit earned at Anson Technical Institute can be transferred to similar programs at other institutions of the Department of Community Colleges in North Carolina. Transfer credit is determined by the institution to which the student wishes to transfer.

STUDENT SERVICES

COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives.

SOCIAL AND CULTURAL ACTIVITIES

Anson Technical Institute offers a well-rounded program for the social and cultural development of the students. Lectures and exhibits of various kinds are held periodically during the year.

STUDENT ASSOCIATION

The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the college and to accept his democratic responsibility as an American citizen.

The Student Association acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. Members of the Student Association are elected annually by the students.

PUBLICATIONS

The S. A. in cooperation with the Student Affairs Office is responsible for college publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

Published annually is the "On-Looker," the college yearbook, and the college handbook. "The Alpha News," the college paper, is published monthly. All publications are sponsored by the college administration.

THE LEARNING RESOURCE CENTER

The Learning Resource Center has several areas of service which are (1) the Library Area, (2) the Media Area, and (3) the Directed Studies Area. There are facilities for individual and group programmed study located in all areas.

The center is located in spacious and well-lighted quarters designed to offer the best facilities for group and individual enrichment. Books and related media are available for each program offered at the college with additional general interest and reference materials.

Professionally trained personnel, clerical staff, and student assistants are available to help the students and faculty receive the greatest benefits from the Learning Resource Center. The Center is open from 8:00 a.m. to 9:30 p.m. Monday through Thursday and 8:00 a.m. through 5:00 p.m. on Friday.

PLACEMENT SERVICE

Anson Technical Institute offers a job placement service for assisting students needing work while in attendance and upon graduation. Further information is available from the Student Affairs Office.

STUDENT FINANCIAL AID SERVICES

Anson Technical Institute accepts responsibility and concern for the many talented students who lack financial means to obtain a college education. Every effort is made to encourage a student with seriousness of purpose to secure a college education.

Financial assistance may be available to a student through the College in the form of scholarships, loans, a work-study program, economics opportunity grants, and part-time employment. Opportunities for financial aid, though not unlimited, are within the reach of almost every student who can show acceptable academic achievement and definite financial need. The student who realizes that he will be unable to meet college expenses without assistance should take early initiative in seeking information from the Director of Student Aid.

STUDENT LOANS

Student loans are available for full-time students who need financial assistance to begin or to continue occupational education. Students who have been accepted for admission and wish to apply for a student loan should complete an application form at least six weeks prior to initial enrollment. Loan application forms and detailed information are available upon request from the Office of Student Personnel.

VETERANS

Veterans and children of deceased veterans who want to attend school under Public Law 550 (the G.I. Bill) may receive educational benefits provided they meet the requirements established by the Veterans Administration. Application for these benefits is made through the local V.A. Office; however, the student is advised to discuss his plans with the school counselor prior to making application to the V.A.

The contact hours shown in the catalog are minimal. It is the policy of this institute to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their training.

When in any quarter the total weekly contact hours listed are fewer than twelve credit hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll on request for additional hours deemed by the institution to be consistent with the program and appropriate to the student in order to meet the minimum requirements of the Veterans Administration. Veterans should submit transcript of previous educational work prior to enrollment.

TRANSCRIPTS AND STUDENT RECORDS

An official transcript of work at Anson Technical Institute will be forwarded to the appropriate institution upon request by the student. One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of

$1.00 per copy. No transcript will be released until the student's account is cleared with the Business Office.

VOCATIONAL REHABILITATION

The Institute cooperates with various Vocational Rehabilitation Agencies in providing educational opportunities for persons with physical and health limitations.

EMPLOYMENT PROGRAM

Jobs are available to help students pay for the costs of attending school. To be eligible, the person must be enrolled or accepted for enrollment as a full-time student. Students approved for this program may be employed up to a maximum of 15 hours per week after regularly scheduled classes. Requests for information and application forms should be directed to the office of Student Personnel.

Anson Tech policy is that a student's record is his own property; therefore, this information is released only when the student presents a signed request to the registrar.

STUDENT LIFE

Anson Technical Institute is interested in developing each student to his fullest potential. With this goal in mind, the college strives to offer the utmost in academics as well as social and cultural activities to build a well-rounded person.

STUDENT RESPONSIBILITY

Students at Anson Technical Institute are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of behavior and decency at all times. The college is in accordance with Federal, State, and local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

STUDENT HOUSING

The college does not have dormitory facilities. A list of available off-campus housing can be obtained from the Student Affairs Office.

VEHICLE REGISTRATION

All vehicles driven on the campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations may result in a fine.

COLLEGE UNION

The college provides facilities for the convenience of the students. Included in the lounge area is a snack area for sandwiches, soft drinks, and candies; a T.V. area; and area for study; a recreational area; and the student government office and meeting room.

EDUCATIONAL PROGRAMS

ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting
Business Administration
Executive Secretary
General Office Technology
Commercial Art & Design & Photography
Real Estate
Industrial Management
Legal Secretary
Marketing & Retailing
Medical Secretary
Court Stenography

ASSOCIATE DEGREE IN GENERAL EDUCATION

General Education
Curriculum
with
College Transfer Option

DIPLOMA

Air Conditioning & Refrigeration
Automotive Mechanics
Carpentry
Diesel Vehicle Maintenance
Light Construction
Masonry
Practical Nurse Education
Welding
Printing
Electrical Installation
Surveying

CONTINUING EDUCATION

Basic Education (Grades 1-8)
Education High School Courses
Cultural, Creative, & General Interest Courses
Fire Service Training
Learning Laboratory
New Industry Training
Rescue Squad & Ambulance Training
Management Development Training
Hospitality & Tourism Ed.
Law Enforcement Training

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is awarded upon completion of one of the following programs:

- Accounting
- Business Administration
- Commercial Art
- Court Stenography
- Executive Secretary
- General Office Technology
- Industrial Management
- Legal Secretary
- Marketing & Retailing
- Medical Secretary

The programs of study leading to an Associate in Applied Science Degree are designed to prepare students to earn a living as technical personnel in business, industry, the health occupations or as owner-operators of their own establishments. This design recognizes that general education subjects take on occupational significance in community living, and that the technical subjects provide the freedom of action resulting from occupational competency.

Technical Education has recently assumed new importance in North Carolina and throughout the United States. Acute shortages of trained manpower have developed in many areas despite a surplus of persons who seemingly possess ability and interest in preparing themselves for technical occupations if appropriate opportunities were available.

Technical programs are not primarily intended for transfer to a four-year college or university. The ultimate objective is employment and further growth through occupational experience. The associate in Applied Science degree is conferred to those students successfully completing a technical education program.

ACCOUNTING

Accounting is a process of measuring and reporting various functions of business and governmental organizations. These measurements are in terms of dollars and material, labor, time, index numbers, and other valid units of measurement. Accounting gives meaning to these measurements, and is justly described as the "language of business."

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the things an accountant might do are record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduates of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare them to become office managers or accounting supervisors, and to fill other responsible positions in a business firm.

ACCOUNTING

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	101	Grammar	3	0	3
BUS	110	Office Machines	2	2	3
MAT	110	Business Mathematics	5	0	5
BUS	110	Introduction to Business	3	0	3
ECO	201	Economics	5	0	5
					19
Second Quarter					
ENG	102	Composition	3	0	3
BUS	120	Accounting	3	2	4
BUS	115	Business Law	3	0	3
BUS	123	Business Finance	3	0	3
		Business Elective	3	0	3
					16
Third Quarter					
ENG	103	Report Writing	3	0	3
BUS	121	Accounting	3	2	4
BUS	124	Business Finance	3	0	3
BUS	116	Business Law	3	0	3
EDP	104	Introduction to Data Processing	3	2	4
					17
Fourth Quarter					
ENG	204	Business Communication	3	0	3
BUS	122	Accounting	3	2	4
BUS	239	Marketing	3	0	3
PSY	101	Introductory Psychology	5	0	5
BUS	225	Cost Accounting	3	2	4
					19
Fifth Quarter					
ENG	206	Business Communication	3	0	3
BUS	222	Accounting	5	2	6
BUS	229	Income Taxes	3	0	3
BUS	247	Business Insurance	5	0	5
					17
Sixth Quarter					
BUS	233	Accounting	5	2	6
BUS	230	Corporate Taxes	3	0	3
BUS	235	Business Management	3	0	3
		Social Science Elective	3	0	3
		Business Elective	3	0	3
					18

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.

2. Understanding our economy through study and analysis of the role of production and marketing.

3. Knowledge in specific elements of accounting, finance, and business law.

4. Understanding and skill in effective communication for business.

5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in business such as advertising, banking, credit, finance, retailing, wholesaling, hotel, tourist and travel industry, insurance, transportation, and communications.

BUSINESS ADMINISTRATION

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting or Elective	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
ECO	201	Economics	5	0	5
					19
Second Quarter					
ENG	102	Composition	3	0	3
BUS	233	Personnel Management	3	0	3
BUS	120	Accounting	3	2	4
BUS	115	Business Law	3	0	3
BUS	123	Business Finance	3	0	3
		Business Elective	2	2	4
					20
Third Quarter					
ENG	103	Report Writing	3	0	3
BUS	124	Business Finance	3	0	3
BUS	121	Accounting	3	2	4
EDP	104	Introduction to Data Processing	3	2	4
BUS	116	Business Law	3	0	3
					17
Fourth Quarter					
ENG	204	Oral Communication	3	0	3
BUS	239	Marketing	3	0	3
BUS	122	Accounting	3	2	4
BUS	110	Office Machines	2	2	3
PSY	101	Introductory Psychology	5	0	5
					18
Fifth Quarter					
ENG	206	Business Communication	3	0	3
BUS	243	Advertising	3	0	3
BUS	271	Office Management	3	0	3
BUS	229	Income Tax	3	0	3
BUS	247	Business Insurance	5	0	5
					17
Sixth Quarter					
		Social Science Elective	3	0	3
		Business Elective	5	0	5
BUS	272	Principles of Supervision	3	0	3
BUS	232	Sales Development	3	0	3
BUS	235	Business Management	3	0	3
					17

COMMERCIAL ART

The advertising field is one of the tenth largest industries in the world today. Surveys show an overwhelming increase in the demand for graduates possession training in the fields of Commercial Art and Advertising Design.

The commercial artist or advertising designer creates and designs layouts and illustrations for printing, creates posters, signboards, billboards, and show cards. He may design and prepare charts, diagrams, sketches, and maps for publication and exhibition, perform responsible illustrative work for package design, photography, lettering, and art work for the printing processes.

Our curriculum will prepare a graduate with a sound, well-rounded background for technical and creative achievement throughout his professional life. Design and illustration for commerce is continually advancing its standards; therefore, the background offered the student must be well-developed to prepare him for performance on a contemporary professional level.

Graduates of this program will have an adequate background in illustration, layout, lettering, design, and production enabling them to be employed in some facet of Commercial Artistry.

The graduate of this program will be qualified for employment in advertising agencies, design studios, department stores, industrial advertising departments, governmental agencies, newspapers, television studios, printing and publishing houses.

COMMERCIAL ART

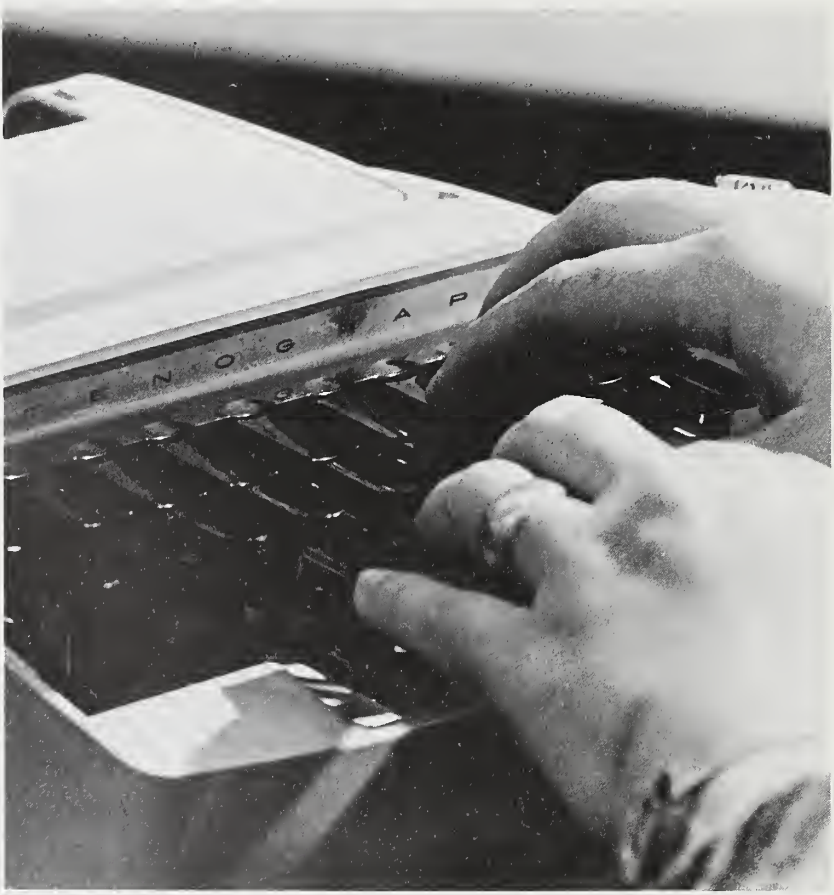
		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ART	205	Art Appreciation	5	0	5
CAT	105	Drawing	1	4	3
CAT	121	Design	1	4	3
CAT	100	Visual Communications Topics	1	0	1
MAT	110	Business Mathematics	5	0	5
ENG	101	Grammar	3	0	3
					20
Second Quarter					
CAT	106	Drawing	1	4	3
CAT	122	Design	1	4	3
CAT	116	Photography	1	4	3
DFT	101	Technical Drafting	1	4	3
CAT	101	Visual Communications Topics	1	0	1
ENG	102	Composition	3	0	3
					16
Third Quarter					
CAT	107	Drawing	1	4	3
CAT	123	Design	1	4	3
CAT	117	Photography	1	4	3
BUS	243	Advertising Principles	3	0	3
BUS	232	Sales Development	3	0	3
		Social Science Elective	5	0	5
					20
Fourth Quarter					
CAT	201	Typography and Lettering	2	5	3
CAT	204	Advertising Studio	2	2	3
CAT	207	Advertising Production	2	4	4
CAT	118	Photography	1	4	3
		General Education Elective	3	0	3
					16
Fifth Quarter					
CAT	211	Copywriting	2	2	3
CAT	202	Typography and Lettering	2	2	3
CAT	205	Advertising Studio	2	2	3
CAT	210	Illustration	2	2	3
CAT	208	Advertising Production	2	4	4
		General Education Elective	3	0	3
					19
Sixth Quarter					
CAT	212	Copywriting	2	2	3
CAT	206	Advertising Studio	2	2	3
CAT	209	Advertising Production	2	4	4
CAT	213	Advertising Thesis	0	4	2
CAT	214	Professional Practices and Procedures	1	2	2
		General Education Elective	3	0	3
					17

COURT STENOGRAPHER

Every court must have a stenographer who records all proceedings of every court session. The purpose of the Court Stenographer Curriculum is to outline a training program that will provide specialized training in the procedures required by the legal profession and to enable persons to become proficient soon after accepting employment in the legal profession.

The curriculum is designed to offer the students the necessary secretarial skills in typing, machine dictation and transcription using touch shorthand, and terminology.

The graduate of the Court Stenographer Curriculum should have a knowledge of legal terminology, skill in dictation and transcription of legal records, letters, and documents. The duties of the court stenographer may consist of recording examinations, testimony, opinions, and sentence of court and other proceedings in a court of law. The graduate of the Court Stenographer Curriculum should find opportunity for immediate employment, rapid advancement, and a good income.



COURT STENOGRAPHER

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	126	Touch Shorthand I	3	0	3
					17
Second Quarter					
ENG	102	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	120	Accounting	3	2	4
BUS	115	Business Law	3	0	3
BUS	127	Touch Shorthand II	3	0	3
		Social Science Elective	3	0	3
					19
Third Quarter					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	121	Accounting	3	2	4
BUS	116	Business Law	3	0	3
BUS	128	Touch Shorthand III	3	0	3
BUS	112	Filing	2	0	2
					18
Fourth Quarter					
ENG	204	Oral Communication	3	0	3
BUS	205	Advanced Typewriting	2	3	3
PSY	101	Introduction to Psychology	5	0	5
BUS	110	Office Machines	2	2	3
BUS	209	Machine Transcription	2	0	2
BUS	271	Office Management	3	0	3
					19
Fifth Quarter					
ENG	206	Business Communications	3	0	3
ECO	201	Principles of Economics	5	0	5
EDP	104	Introduction to Data Processing	3	2	4
ECO	108	Consumer Economics	3	0	3
BUS	183L	Terminology & Vocabulary (Legal)	3	0	3
					18
Sixth Quarter					
BUS	214	Secretarial Procedures	3	0	3
BUS	210L	Typing Office Practice (Legal)	2	0	2
BUS	201	Touch Shorthand IV	3	0	3
		Social Science Elective	3	0	3
		Business Elective	3	0	3
		Business Elective	3	0	3
					17

EXECUTIVE SECRETARY

Qualified secretaries are now in great demand in our expanding business world. The purpose of this curriculum is to outline a program that will provide secretarial training required in the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Executive Secretary curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing material, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

EXECUTIVE SECRETARY

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	106	Shorthand	3	2	4
					18
Second Quarter					
ENG	102	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	120	Accounting	3	2	4
BUS	107	Shorthand	3	2	4
BUS	115	Business Law	3	0	3
					17
Third Quarter					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	121	Accounting	3	2	4
BUS	108	Shorthand	3	2	4
EDP	104	Introduction to Data Processing	3	2	4
					18
Fourth Quarter					
ENG	204	Oral Communication	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	206	Dictation & Transcription	3	2	4
BUS	110	Office Machines	2	2	3
PSY	101	Introduction to Psychology	5	0	5
					18
Fifth Quarter					
ENG	206	Business Communication	3	0	3
BUS	207	Dictation & Transcription	3	2	4
ECO	201	Principles of Economics	5	0	5
BUS	112	Filing	2	0	2
BUS	271	Office Management	3	0	3
					19
Sixth Quarter					
BUS	208	Dictation & Transcription	3	2	4
BUS	210E	Typing Office Practice (Executive)	2	0	2
ECO	108	Consumer Economics	3	0	3
BUS	214	Secretarial Procedures	3	0	3
		Business Elective	3	0	3
		Business Elective	3	0	3
					18

GENERAL OFFICE TECHNOLOGY

More people are now employed in clerical occupations than in any other single job category. Automation and increased production will mean that these people will need more technical skills and a greater adaptability for diversified types of jobs.

The General Office Technology curriculum is designed to develop the necessary variety of skills for employment in the business world. Specialized training in skill areas is supplemented by related courses in mathematics, accounting, business law, psychology, and economics.

The graduate of the General Office Technology curriculum may be employed as an administrative assistant, accountinc clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

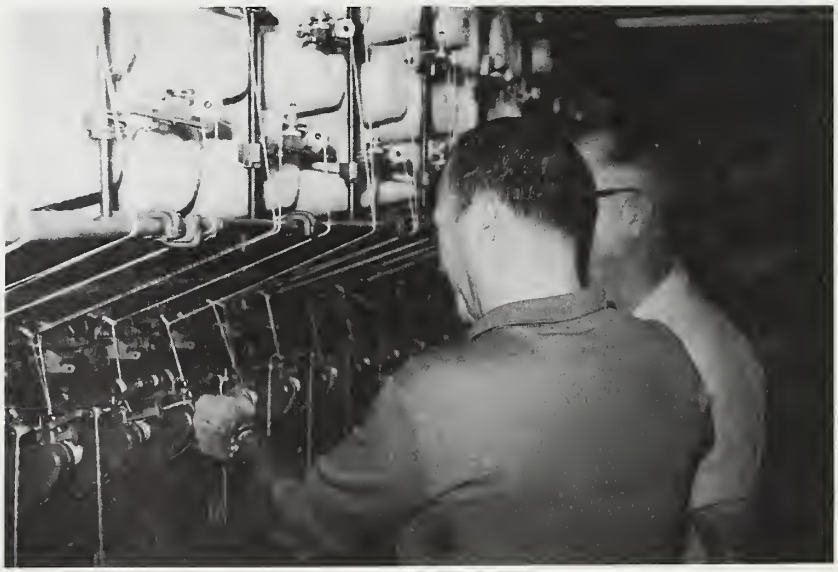
		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
		Business Elective	3	2	4
					18
Second Quarter					
ENG	102	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	120	Accounting	3	2	4
BUS	115	Business Law	3	0	3
		Business Elective	3	2	4
					17
Third Quarter					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	121	Accounting	3	2	4
EDP	104	Introduction to Data Processing	3	2	4
PSY	101	Introduction to Psychology	5	0	5
					19
Fourth Quarter					
ENG	204	Oral Communication	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	122	Accounting	3	2	4
BUS	110	Office Machines	2	2	3
BUS	112	Filing	2	0	2
		Business Elective	3	0	3
					18
Fifth Quarter					
ENG	206	Business Communication	3	0	3
ECO	201	Principles of Economics	5	0	5
BUS	271	Office Management	3	0	3
BUS	229	Taxes	3	0	3
BUS	209	Machine Transcription	2	0	2
		Social Science Elective	3	0	3
					19
Sixth Quarter					
BUS	214	Secretarial Procedures	3	0	3
BUS	210E	Typing Office Practice (Executive)	2	0	2
ECO	108	Consumer Economics	3	0	3
BUS	232	Sales Development	3	0	3
		Business Elective	3	0	3
		Business Elective	3	0	3
					17

INDUSTRIAL MANAGEMENT

Industry's needs in positions of supervision and mid-management have grown extensively with the development of new methods of manufacturing and with the increase in the national economy. This need has added emphasis to the necessity for well-trained individuals that can understand new methods and keep abreast of trends in the economy. The supervisor and person in mid-management must be concerned daily with human behavior and the psychological factors which affect personnel working under their direction. They must also be conscious of the responsibilities of their position toward the total economic well being of the industry.

This course is designed to develop the individual's abilities in the art of communicating with his fellow worker by providing him with training in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to enter into an industrial occupation and, with experience, assume the responsibilities that go with supervisory and mid-management positions in industry.

The supervisor or foreman coordinates the activities of workers in one or more occupations. His duties may encompass the interpreting of company policies of workers, involvement in planning of production schedules and estimating of man hour requirements for job completion, establishment or adjustment of work procedures, analyzes and resolves work problems, and initiates or suggests plans to motivate workers to achieve work goals.



INDUSTRIAL MANAGEMENT

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting (Or Elective)	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
ECO	201	Economics	5	0	5
					19
Second Quarter					
ENG	102	Composition	3	0	3
BUS	233	Personnel Management	3	0	3
BUS	120	Accounting	3	2	4
BUS	115	Business Law	3	0	3
BUS	123	Business Finance	3	0	3
		Business Elective			
					16
Third Quarter					
ENG	103	Report Writing	3	0	3
BUS	121	Accounting	3	2	4
EDP	104	Introduction to Data Processing	3	2	4
BUS	116	Business Law	3	0	3
BUS	234	Personnel Management	3	2	4
					18
Fourth Quarter					
ENG	204	Oral Communication	3	0	3
BUS	239	Marketing	3	0	3
PSY	101	Introductory Psychology	5	0	5
BUS	225	Cost Accounting	3	2	4
BUS	110	Office Machines	2	2	3
					18
Fifth Quarter					
ENG	206	Business Communication	3	0	3
BUS	247	Business Insurance	5	0	5
ISC	102	Industrial Safety	3	0	3
		Industrial Management Elective	5	0	5
					16
Sixth Quarter					
BUS	272	Principles of Supervision	3	0	3
BUS	235	Business Management	3	0	3
MEC	213	Production Planning	3	3	4
		Social Science Elective	3	0	3
		Industrial Management Elective	5	0	5
					18

LEGAL SECRETARY

Because of the opening of many legal offices and new city-county office buildings, qualified legal secretaries are now in great demand. The purpose of the Legal Secretary curriculum is to outline a program that will provide specialized training in the procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the Legal Secretary curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as in lawyers' offices and state and government offices.

LEGAL SECRETARY

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	106	Shorthand	3	2	4
					18
Second Quarter					
ENG	102	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	120	Accounting	3	2	4
BUS	107	Shorthand	3	2	4
BUS	115	Business Law	3	0	3
					17
Third Quarter					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	121	Accounting	3	2	4
BUS	108	Shorthand	3	2	4
BUS	116	Business Law	3	0	3
BUS	112	Filing	2	0	2
					19
Fourth Quarter					
ENG	204	Oral Communication	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	206	Dictation & Transcription	3	2	4
BUS	110	Office Machines	2	2	3
PSY	101	Introduction to Psychology	5	0	5
					18
Fifth Quarter					
ENG	206	Business Communication	3	0	3
BUS	207	Dictation & Transcription	3	2	4
ECO	201	Principles of Economics	5	0	5
BUS	209	Machine Transcription	2	0	2
EDP	104	Introduction to Data Processing	3	2	4
					18
Sixth Quarter					
BUS	208	Dictation & Transcription	3	2	4
BUS	183L	Terminology & Vocabulary (Legal)	3	0	3
BUS	214	Secretarial Procedures	3	0	3
BUS	210L	Typing Office Practice (Legal)	2	0	2
		Business Elective	3	0	3
		Business Elective	3	0	3
					18

MARKETING AND RETAILING

Marketing and Retailing is a two-year course of study designed to prepare individuals for positions related to sales, advertising, and retailing.

Opportunities for employment are increasing in the Piedmont area. Individuals will be needed to fill the additional jobs in many marketing related fields. Career opportunities continue to increase in retail, wholesale, and industrial selling. In addition, many trained people are needed to fill marketing positions in the banking, finance, insurance, transportation, communication, advertising, and tourist-related fields.

Students who desire to enter the business world will find this program of great value toward a successful career.

MARKETING AND RETAILING

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting or Elective	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
ECO	201	Economics	5	0	5
					19
Second Quarter					
ENG	102	Composition	3	0	3
BUS	233	Personnel Management	3	0	3
BUS	120	Accounting	3	2	4
BUS	115	Business Law	3	0	3
BUS	123	Business Finance	3	0	3
BUS	245	Retailing	3	0	3
					19
Third Quarter					
ENG	103	Report Writing	3	0	3
BUS	121	Accounting	3	2	4
EDP	104	Introduction to Data Processing	3	2	4
BUS	116	Business Law	3	0	3
BUS	124	Business Finance	3	0	3
					17
Fourth Quarter					
ENG	204	Oral Communication	3	0	3
BUS	239	Marketing	3	0	3
PSY	101	Psychology	5	0	5
BUS	122	Accounting	3	2	4
BUS	232	Sales Development	3	0	3
					18
Fifth Quarter					
ENG	206	Business Communications	3	0	3
BUS	240	Marketing Problems	3	0	3
BUS	247	Business Insurance	5	0	5
BUS	110	Office Machines	2	2	3
BUS	243	Advertising	3	0	3
					17
Sixth Quarter					
BUS	235	Business Management	3	0	3
BUS	241	Sales Promotion Management	2	2	3
BUS	249	Buying and Merchandising	2	2	3
		Marketing & Retailing Elective	3	0	3
		Social Science Elective	3	0	3
		Marketing & Retailing Elective	3	0	3
					18

MEDICAL SECRETARY

In nearly every community there are occupational opportunities for people trained in the functions, operations, and duties performed by those who assist doctors. The purpose of the Medical Secretary curriculum is to outline a program that will provide specialized training in the procedures required by the medical profession and to enable persons to become proficient soon after accepting employment in the medical office.

The curriculum is designed to offer the students the necessary skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate of the medical secretary curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical reports, letters, anf forms. The duties of the medical secretary may consist of: handling telephone calls, making appointments, keeping patients' records, ordering supplies, typing medical reports, and keeping financial records. Opportunities for employment of the graduate exist in a variety of secretarial positions in the medical profession such as in doctors' offices, hospitals, and health departments.

MEDICAL SECRETARY

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	101	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	106	Shorthand	3	2	4
					18
Second Quarter					
ENG	102	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	120	Accounting	3	2	4
BUS	115	Business Law	3	0	3
BUS	107	Shorthand	3	2	4
					17
Third Quarter					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	121	Accounting	3	2	4
BUS	108	Shorthand	3	2	4
EDP	104	Introduction to Data Processing	3	2	4
					18
Fourth Quarter					
ENG	204	Oral Communication	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	206	Dictation & Transcription	3	2	4
BUS	110	Office Machines	2	2	3
PSY	101	Introduction to Psychology	5	0	5
					18
Fifth Quarter					
ENG	206	Business Communication	3	0	3
BUS	112	Filing	2	0	2
BUS	207	Dictation & Transcription	3	2	4
ECO	201	Principles of Economics	5	0	5
BUS	183M	Terminology & Vocabulary (Medical)	3	0	3
BUS	209	Machine Transcription	2	0	2
					19
Sixth Quarter					
BUS	208	Dictation & Transcription	3	2	4
BUS	210M	Typing Office Practice	2	0	2
BUS	284M	Terminology & Vocabulary (Medical)	3	0	3
BUS	214	Secretarial Procedures	3	0	3
BUS	271	Office Management	3	0	3
		Business Elective	3	0	3
					18

ASSOCIATE DEGREE IN GENERAL EDUCATION WITH COLLEGE TRANSFER OPTION

Anson Technical Institute provides the freshman year of college on its campus through a contractual agreement with Pembroke State University. A full time student will normally complete 48 quarter hours of college courses during the first year. The student will then make application to Pembroke State University or another accredited college or university for transfer of these credits and enroll as a sophomore.

Students may transfer a maximum of 63 quarter hours to Pembroke State University. Students who do not wish to transfer to a college or university after the first year may elect to continue study at Anson Technical Institute and earn the Associate Degree in General Education.

The first year of the curriculum provides a basic core of 48 hours of general education work. The second year of course work is designed for students to build on this basic core of general education and also to take specialty courses based on the interests of individual students.

GENERAL EDUCATION

The General Education program is designed to provide an educational program beyond the high school for those students who desire a basic exposure to the liberal arts, but would like to tailor their program to personal interests rather than to specific professional requirements.

A cluster of General Education courses in the disciplinary areas of English and literature, fine arts, social sciences, science, and mathematics are provided in the first year of study. The second year of study is a cluster of business courses intermixed with social science courses.

Students enrolled in this program will have the option of transfer to senior colleges at the end of the first year, or they may elect to complete the second year.

GENERAL EDUCATION

The curriculum includes courses from the following disciplinary areas:

		Course Title	Quarter Hours Credit
Economics			
ECO	201	Principles of Economics I	5
English and Literature			
ENG	105	Composition	5
ENG	106	Composition	5
ENG	205	World Literature	5
ENG	206	World Literature	5
Fine Arts			
SPE	101	Speech Fundamentals	5
ART	205	History and Application of Art	5
MUS	230	Introduction to the Appreciation of Music	5
Health and Physical Education			
PE	101	General Physical Education	2
HE	101	Personal Health and Hygiene	2
PE	102	General Physical Education	2
PE	215	Individual Sports	2
Mathematics			
MAT	105	Introduction to College Math	5
MAT	107	College Algebra	5
Psychology			
PSY	101	Introductory Psychology	5
Social Science			
HIST	207	American History	5
HIST	208	American History	5
SOC	201	Introduction to Sociology	5
GEO	201	Principles of Geography	5
POL	201	American National Government	5

DIPLOMA PROGRAMS

A diploma is awarded upon the completion of one of the following programs of study:

Air Conditioning & Refrigeration
Automotive Mechanics
Carpentry
Diesel Vehicle Maintenance
Electrical Installation
Light Construction
Masonry
Photography
Practical Nurse Education
Printing
Welding

The major aims of the programs leading to a diploma are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

Vocational programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

While a high school graduation is desirable, it is not mandatory for entrance into these programs. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.


LANCE

AIR-CONDITIONING AND REFRIGERATION

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable servicemen in the industry. The principal objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, sheet metal, and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation, and in growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services, and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and vacuum gauges and adjusts controls to insure proper operation. Advanced course work is offered for specialization 5th and 6th quarter.

AIR CONDITIONING AND REFRIGERATION
With Advanced Options

		Course Title	Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
First Quarter					
AHR	1121	Principles of Refrigeration	3	12	7
MAT	1101	Fundamentals of Mathematics 1	5	0	5
ENG	1101	Reading Improvements	2	0	2
PHY	1101	Applied Science 1	3	2	4
DFT	1104	Blueprint Reading: Mechanical	0	3	1
			13	17	19
Second Quarter					
AHR	1122	Domestic & Commercial Refrig.	3	9	6
ELC	1102	Applied Electricity	2	3	3
MAT	1105	Fundamentals of Mathematics II	3	0	3
PHY	1102	Applied Science II	2	2	3
ENG	1102	Communication Skills	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
			13	17	18
Third Quarter					
AHR	1123	Principles of Air Conditioning	3	12	7
AHR	1128	Automatic Controls	3	6	5
PSY	1101	Human Relations	3	0	3
DFT	1116	Blueprint Reading: Air Cond.	1	3	2
			10	21	17
Fourth Quarter					
AHR	1124	Air Cond. & Refrig. Servicing	3	6	5
AHR	1126	All Year Comfort Systems Conv.	3	6	5
MEC	1120	Duct Construction & Maintenance	3	6	5
BUS	1103	Small Business Operations	3	0	3
			12	18	18
		ADVANCED OPTIONS			
Fifth Quarter					
AHR	2201	Gas Heat	2	6	4
AHR	2202	Electric Heat	2	3	3
AHR	2203	Oil Burners	2	3	3
AHR	2204	Residential Air Cond. Systems	3	2	4
AHR	2205	Commercial Air Cond. Systems	3	4	5
			12	18	19
Sixth Quarter					
AHR	2206	All Weather Systems Heat Pump	2	6	4
AHR	2207	Residential Air Distribution	2	2	3
AHR	2208	Air Cond. Systems — Residential	2	6	4
AHR	2209	Commercial Air Distribution	3	3	4
AHR	2210	Controls Systems	1	3	2
			10	20	17

AUTOMOTIVE MECHANICS

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practices.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehciles are changed year by year.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in the particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-around knowledge of automotive repair and may occasionally be called upon to do other types of work. Advanced course is offered for specialization 5th and 6th quarter.

AUTOMOTIVE MECHANICS

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
PME	1101	Internal Combustion Engines	3	15	8
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	17	19
Second Quarter					
PME	1101	Engine Electrical & Fuel Systems	5	14	10
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			11	19	17
Third Quarter					
AUT	1123	Automotive Chassis and Suspension Systems	3	10	6
AUT	1121	Braking Systems	3	3	4
PSY	1101	Human Relations	3	0	3
AHR	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
			11	19	17
Fourth Quarter					
AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	12	7
BUS	1103	Small Business Operations	3	0	3
			9	21	16
		ADVANCED OPTIONS			
Fifth Quarter					
AUT	1126	Advanced Electrical Systems	3	9	6
AUT	1127	Advanced Fuel Systems	3	9	6
BUS Electives					
BUS	115	Business Law	3	0	3
BUS	119	Business Math	5	0	5
			14	18	20
Sixth Quarter					
AUT	1128	Advanced Automatic Transmission	3	9	6
AUT	1129	Advanced Transmission Servicing	3	9	6
BUS Electives					
BUS	272	Principles of Supervision	3	0	3
BUS	239	Marketing	5	0	5
			14	18	20
Electives:					
AUT	1130	Advanced Auto Shop Service	3	9	6
AUT	1131	Diagnostic Tune Up	3	9	6
BUS	229	Taxes	3	2	4
ISC	102	Industrial Safety	3	0	3
			12	20	19

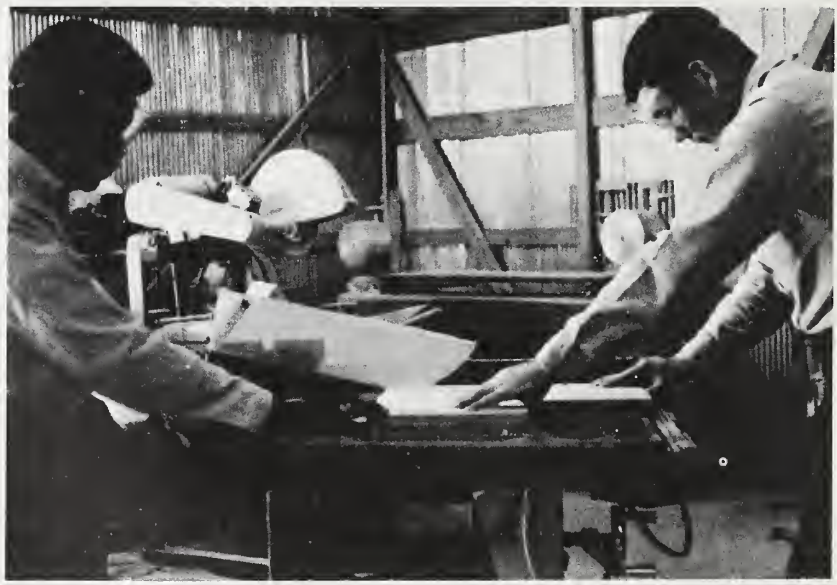
CARPENTRY

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete from construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter, and finish carpenter.



CARPENTRY

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
CAR	1101	Practical Carpentry I	5	20	11
EDU	1026	General Studies I	10	0	10
			15	20	21
Second Quarter					
CAR	1002	Practical Carpentry II	5	20	11
EDU	1027	General Studies II	10	0	10
			15	20	21

DIESEL VEHICLE MAINTENANCE

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust diesel powered equipment. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern internal combustion engine, chassis and suspensions, and power trains come in class assignments, discussion, and shop practice.

Diesel vehicle mechanics maintain and repair engines, chassis and suspension, and power trains used to power farm equipment, construction equipment, buses, and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel power equipment.

Advanced course work is offered for specialization 5th and 6th quarter.

DIESEL VEHICLE MAINTENANCE

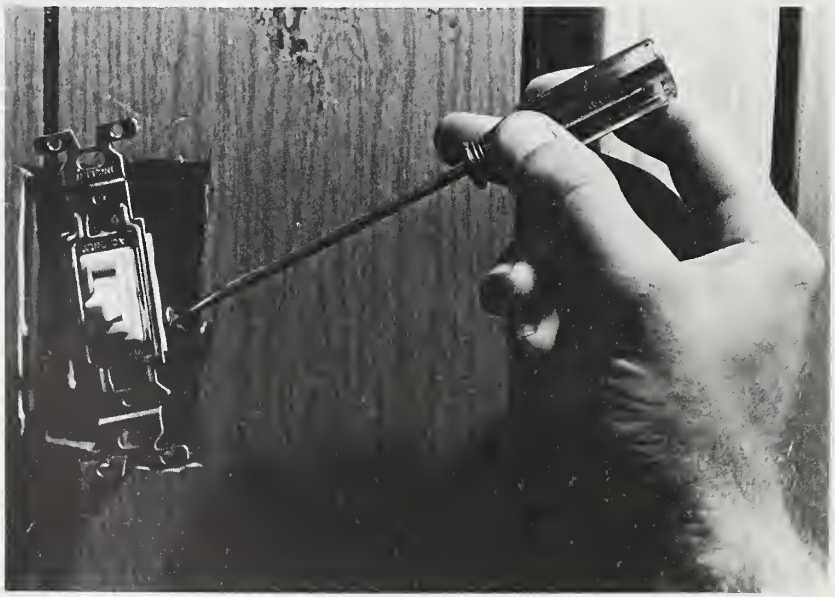
		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
PME	1101	Internal Combustion Engines	3	15	8
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	3	0	3
PHY	1101	Applied Science	3	2	4
			14	17	20
Second Quarter					
PME	1102	Engine Electrical & Fuel Systems	5	14	10
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			11	19	18
Third Quarter					
PME	1145	Chassis and Suspension Systems	3	10	6
PME	1121	Braking Systems	3	3	4
AHR	1101	Automotive Air Conditioning	2	3	3
PSY	1101	Human Relations	3	0	3
WLD	1102	Basic Arc Welding	0	3	1
			11	19	17
Fourth Quarter					
PME	1144	Power Trains	3	9	6
PME	1103	Diesel Engine Servicing	3	12	7
BUS	1103	Business Operations	3	0	3
			9	21	16
		ADVANCED OPTIONS			
Fifth Quarter					
AUT	1126	Advanced Electrical Systems	3	9	6
AUT	1127	Advanced Fuel Systems	3	9	6
BUS Electives					
BUS	115	Business Law	3	0	3
BUS	119	Business Math	5	0	5
			14	18	20
Sixth Quarter					
AUT	1128	Advanced Automatic Transmission	3	9	6
AUT	1129	Advanced Transmission Servicing	3	9	6
BUS Electives					
BUS	272	Principles of Supervision	3	0	3
BUS	239	Marketing	5	0	5
			14	18	20
Electives:					
AUT	1130	Advanced Auto Shop Service	3	9	6
AUT	1131	Diagnostic Tune Up	3	9	6
ISC	102	Industrial Safety	3	0	3
BUS	229	Taxes	3	2	4
			12	20	19

ELECTRICAL INSTALLATION AND MAINTENANCE

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. Between 5,000 and 10,000 additional tradesmen are required each year. It is expected that the total requirements for electrical tradesmen will increase tremendously during the next decade.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.



ELECTRICAL INSTALLATION AND MAINTENANCE

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
BLC	1114	Principles of DC Current	2	9	5
BLC	1115	Principles of AC Current	2	9	5
MAT	1101	Fundamentals of Math	5	0	5
PHY	1102	Applied Science	3	2	4
			12	20	19
Second Quarter					
ELC	1116	DC Machine & Controls	2	9	5
ELC	1117	AC Machine & Controls	2	9	5
DFT	1110	Building Trades: B. P. Reading	0	3	1
ELC	1120	National Electrical Code I	5	0	5
			9	21	16
Third Quarter					
ELC	1124	Residential Wiring	2	9	5
ELN	1118	Industrial Electronics	2	9	5
DFT	1113	Blueprint Reading E/C	0	3	1
ELC	1121	National ELC Code II	5	0	5
			9	21	16
Fourth Quarter					
ELC	1125	Commercial & Industrial Wiring	2	9	5
ELN	1119	Industrial Electronics	2	9	5
BUS	1103	Small Business Operations	3	0	3
PSY	1101	Human Relations	3	0	3
			10	18	16

LIGHT CONSTRUCTION

Building construction in homes, industries, businesses and schools continues to increase and skilled building craftsmen are needed. This program provides training in the areas of masonry, carpentry, electrical wiring and plumbing. The graduate of this program will be able to plan, supervise, estimate and construct homes and buildings.

LIGHT CONSTRUCTION

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
MAT	1101A	Fundamentals of Math	3	0	3
MAS	1101	General Masonry	5	15	10
ENG	1101	Reading Improvement	3	0	3
DFT	1110	Blueprint Reading: Building Trades	1	3	2
			12	18	18
Second Quarter					
MAT	1101B	Fundamentals of Math	3	0	3
CAR	1101	Carpentry	5	15	10
ELC	1124	Electrical Installation	1	3	2
PLU	1111	Blueprint Reading and Sketching	3	0	3
			12	18	18
Third Quarter					
PSY	1101	Human Relations	3	0	3
CAR	1102	Carpentry	5	15	10
DFT	1145	Specifications and Contracts	2	0	2
PLU	1115	Plumbing Installations	2	3	3
			12	18	18
Fourth Quarter					
CAR	1124	Residential and Commercial Construction	2	18	8
MAT	1112	Construction Estimating I	3	0	3
MEC	1135	Mechanical Installations	1	3	2
BUS	1103	Small Business Operations	3	0	3
			9	21	18

BRICK MASONRY

This curriculum is designed to give the students knowledge of the fundamentals of masonry. Emphasis in the shop is placed on fundamental skills using the trowel, level line jointers, and masonry saw.

Shop projects include building corners, fireplaces, chimneys, all types of bonds, and ornamental work.

Students take related courses in mathematics, English, and blueprint reading. Latest developments in the masonry field, and related plumbing, heating, electrical, and carpentry are included in the classroom part of the masonry courses.

Upon completion of the requirements listed below, the student should be a qualified apprentice brick mason with an opportunity to advance rapidly in the masonry field.

With the tremendous growth of industries and the volume of masonry being used for building, employment is no problem. Opportunities are found with private builders, general contractors, or one's own business after several years' experience.

BRICK MASONRY

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
MAS	1104	Bricklaying I	2	9	5
MAS	1105	Bricklaying II	2	9	5
MAT	1101	Fundamentals of Math	5	0	5
DFT	1110	Building Trades: B.P. Reading	3	0	3
			12	18	18
Second Quarter					
MAS	1106	Bricklaying III	2	9	5
MAS	1107	Bricklaying IV	2	9	5
MAT	1112	Building Trades Math	5	0	5
DFT	1112	Blueprint Reading & Sketching	0	3	1
			9	21	16
Third Quarter					
MAS	1108	General Masonry 1	2	9	5
MAS	1109	General Masonry 11	2	9	5
MAS	1113	Masonry Estimating	2	3	3
BUS	1103	Small Business Operations	3	0	3
			9	21	16

AGRICULTURE SCIENCE AND MECHANIZATION

This curriculum is designed to develop the basic skills needed to successfully operate and manage an agricultural program involving commercial crops, poultry and livestock. Emphasis is placed upon mechanization as well as managerial skills. Technical specialty courses are offered throughout the curriculum to enable students to develop the specific skills related to an actual farming situation.

There is increasingly a need for trained personnel in the areas of Agricultural Science and Mechanization. Sophisticated farming methods and increased capital requirements have elevated farming to big business status thus increasing the need for greater efficiency in farm management and production. Graduates of Agricultural Science and Mechanization should be able to function effectively in farm operation and management. They will have specific skills in the following areas: Building Construction and Repair, which includes: Carpentry, Masonry, Electrical Wiring, Plumbing, and Welding; Agronomy, Animal Science, Marketing, and Mechanization.

AGRICULTURE SCIENCE AND MECHANIZATION

		Course Title	Hours Per Week Class	Lab	Hours Credit
AGR	138	Farm Records and Taxes I	2	2	3
AGR	134	Tobacco Production	2	0	2
AGR	103	Insect Control Practices	4	0	4
AGR	140	Vegetable Production	2	0	2
AGR	122	Farm Equipment Maintenance I	0	3	1
AGR	121	Weed Identification and Control	2	1	2
AGR	109	Soil Science	2	1	2
AGR	102	Farm Business Management	3	0	3
AGR	124	Farm Tractors I	1	3	2
AGR	127	Welding I	1	3	2
AGR	106	Forest Management I	2	0	2
AGR	143	New Sources of Farm Income	2	0	2
AGR	148	Farm Records and Taxes II	2	2	3
AGR	125	Farm Tractors II	1	3	2
AGR	128	Welding II	1	3	2
AGR	155	Plant Diseases	4	0	4
AGR	105	Pastures and Forage Crops	2	0	2
AGR	159	Soil Management, Terracing and Drainage	3	1	3
AGR	183	Poultry and Egg Production	2	0	2

PRACTICAL NURSE EDUCATION

The objectives of the Practical Nurse Education program is to make available to qualified persons the opportunity to prepare for the Practical Nurse occupation. As a member of the health care team, the Practical Nurse participates in the care of the patients of all ages, in various states of dependency, and with a variety of illness conditions.

During the one-year period of training, students take courses in basic nursing and related subjects at the Institute. They also receive a wide range of guided nursing experience in the hospital setting provided by affiliation with Union Memorial Hospital, Monroe, N. C., and Anson County Hospital, Wadesboro, N. C., where students learn patient-centered nursing care.

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examination given by the North Carolina State Board of Nursing. This examination is given twice each year, usually in April and in September. A passing score entitles the individual to receive a license and to use the legal title of "Licensed Practical Nurse."

The Licensed Practical Nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some localities, public health facilities. In all situations, the Licensed Practical Nurse functions under supervision of a registered nurse or a licensed physician.

PRACTICAL NURSE EDUCATION

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	2	0	2
NUR	1101	Basic Science	5	4	6
NUR	1102	Orientation to Vocational Relationships	2	0	2
NUR	1103	Introduction to Patient Care	6	6	8
			17	10	20
Second Quarter					
NUR	1105	Medical-Surgical Nursing I	4	0	4
NUR	1106	Obstetrics	4	0	4
NUR	1107	Pediatrics	4	0	4
		Clinical Experiences: Medical Surgical Obstetrics or Pediatrics	0	24	8
			12	24	20
Third Quarter					
NUR	1104	Basic Principles of Drug Administration	3	0	3
NUR	1108	Medical-Surgical Nursing II	9	0	9
		Clinical Experiences: Medical-Surgical Obstetrics or Pediatrics	0	24	8
			12	24	20
Fourth Quarter					
NUR	1110	Vocational Relationships	2	0	2
NUR	1111	Medical-Surgical Nursing III	10	0	10
		Clinical Experiences: Medical-Surgical or Obstetrics	0	24	8
			12	24	20

PRINTING

Graphic arts is a term used to describe the processes by which man has recorded his thoughts, deeds, emotions, and progress in becoming civilized. The graphic arts industry ranks in the top ten of America's leading industries and employs more than 850,000 men and women. A printer can be a scholar, an artist, a business man, or a craftsman. There are over 65 different and distinct occupations in the graphic arts industry, each of which has its own opportunity and reward.

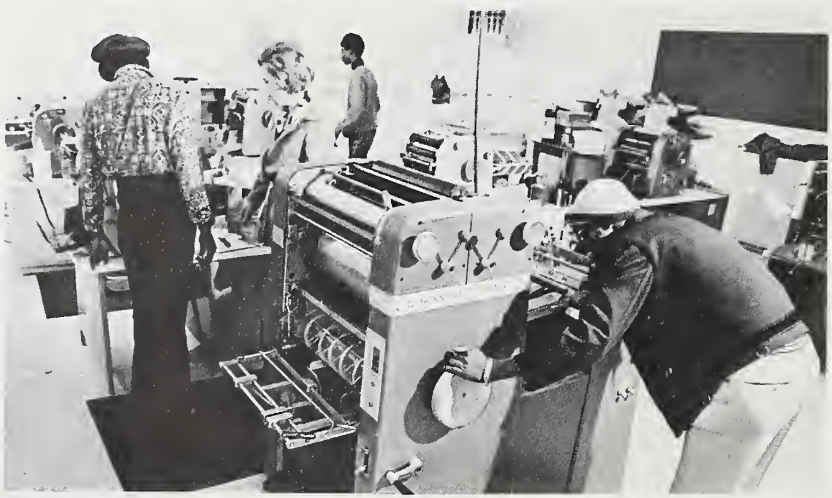
This curriculum is designed to give students experiences in a cluster of activities representing basic areas of the graphic arts industry. The range of experiences is sufficient to enable students to comprehend a variety of graphic arts processes and to develop basic skills enabling them to perform these processes.

There is a high degree of specialization in many areas of the graphic arts. However, the person seeking employment in the small commercial establishments must be more versatile in salable skills. He should be able to pull proofs, mark copy, and make corrections. He is competent in setting up and operating the smaller types of printing presses in the area of lithographic printing. Today's printer understands the photomechanical process and is able to make simple line negatives. He is equally capable of operating such bindery equipment as: the power paper cutter, the wire stitcher, the paper drill, and the folding machine.

Upon completion of diploma requirements, the student may choose the option of continuing his studies within the Commercial Art program and upon its completion, receive an Associate.

Under normal circumstances, this work should amount to three additional quarters. This, in addition to the time spent in the Printing Program, should average to be approximately seven (7) quarters.

It is the student's responsibility to declare such intentions and to conference with his advisor about his intentions so that no misunderstandings may arise.



PRINTING

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
MAT	110	Business Mathematics	5	0	5
ENG	101	Grammar	3	0	3
CAT	105	Drawing	1	4	3
CAT	201	Typography and Lettering	2	5	3
DFT	101	Technical Drafting	1	4	3
CAT	121	Design	1	4	3
			13	17	20
Second Quarter					
ENG	102	Composition	3	0	3
CAT	116	Photography	1	4	3
PRN	125	Offset Camera	3	9	6
CAT	202	Typography and Lettering	2	2	3
CAT	204	Advertising Studio	2	4	4
			11	19	19
Third Quarter					
		Social Science Elective	5	0	5
PRN	126	Offset Camera	1	4	3
PRN	131	Offset Presswork	3	7	6
CAT	211	Copywriting	2	2	3
CAT	207	Advertising Production	2	4	4
			13	17	21
Fourth Quarter					
		General Education Elective	3	0	3
CAT	208	Advertising Production	2	4	4
PRN	132	Offset Presswork	3	12	7
BUS	232	Sales Development	3	0	3
			11	16	17

WELDING

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
First Quarter					
WLD	1120	Oxyacetylene Welding & Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			12	17	19
Second Quarter					
WLD	1121	Arc Welding	3	12	7
MAT	1103	Geometry	3	0	3
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			12	17	18
Third Quarter					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing & Inspection	1	3	2
DFT	1118	Pattern Development & Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15
Fourth Quarter					
WLD	1122	Commercial & Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machines Shop Processes	0	6	2
BUS	1103	Business Operation	3	0	3
			9	21	16

Course Descriptions

AIR-CONDITIONING

AHR 1101 Automotive Air Conditioning 2 3 3

General introduction to the principles of refrigeration; study of the assembly of the components necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

AHR 1121 Principles of Refrigeration 3 12 7

An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

AHR 1122 Domestic and Commercial Refrigeration 3 9 6

Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.

AHR 1123 Principles of Air Conditioning 3 12 7

Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.

AHR 1124 Air Conditioning and Refrigeration Servicing 3 6 5

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.

AHR 1126 All Year Comfort Systems 3 6 5

Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study.

AHR 1128 Automatic Controls 3 6 5

Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.

AHR 2201 Gas Heat 2 6 4

The student studies and receives practice in the actual installation and servicing of various types of gas burners, gas furnaces, piping, venting and controls. Special emphasis is placed on combustion efficiency testing and adjusting. Considerable consideration is given to safety requirements.

AHR 2202 Electric Heat 2 3 3

This is a comprehensive study of electric heating for residential and small commercial installations, including various types of systems such as ceiling cable, panels, baseboard, valance, electric furnaces and boilers. Operating and safety controls are covered in depth, and considerable time is given to proper care and use of test instruments and safety requirements.

AHR 2203 Oil Burners 2 3 3

This course involves study and practice in the installation and servicing of equipment using high pressure, and vaporizing burners. The installation and servicing of various oil burning equipment controls are studied. Actual practice is given in "trouble shooting" problems of oil burners, fans, pumps and their controls under typical working conditions. Service department stock, tools and procedures are integral parts of the instruments.

AHR 2204 Residential Air Conditioning Systems 3 2 4

Heating and cooling needs of various residential structures are studied; heat gain calculations are made by the student to determine type and size of system required and selection of equipment to meet these needs are all a part of this course. A portion of the load calculations and equipment selections will be done in our electronic computer data processing center through the use of data processing equipment.

AHR 2205 Commercial Air Conditioning Systems 3 2 4

Special attention is given to the heating and cooling requirements for various commercial structures and the selection of equipment to meet these needs, including heat gain and heat loss calculations. Psychrometric charts, tables, and graphs are used, specific heat and air flow calculations, the state of mixture of two air streams, humidification and dehumidification are included.

AHR 2206 All Weather Systems — Heat Pumps 2 3 3

The refrigerant cycle and the "reverse cycle" principle including the reversing valve receives a great deal of time in this course. Special components and accessories used with the heat pumps are covered. A considerable amount of instruction is devoted to the electric controls found on heat pump systems, and to the various service problems involved.

AHR 2207 Residential Air Distribution 2 2 3

This is a comprehensive study of air and its behavior in a duct or residential air distribution system. This course covers the four basic types of residential air duct designs, air volume, air velocity, blower capacity and friction loss. Properly sizing and balancing of a complete air distribution system for a residence will be presented.

AHR 2208 Air Conditioning Systems Residential 2 3 3

This course includes a review of the refrigerant cycle and system components.

Terminology used in the trade, principles of refrigeration, identification of basic system components, introduction to and practice with tools and shop equipment found in the field today. Standard procedures and safety measures are included. Various air and water cooled, self-contained and remote, residential systems will be installed and serviced. Air moving equipment will be studied.

AHR 2209 Commercial Air Distribution 3 2 4

This course will include the study of air and its behavior in a commercial air conditioning system. Individual room air volumes will be calculated and outlet actual testing, adjusting and balancing of an air distribution system. Proper adjustments will be made for correct air distribution throughout an entire system, and air motion within the conditioned area will be studied.

AHR 2210 Controls Systems 1 3 2

Controls are related to ventilation, refrigeration and air conditioning systems; practice and layouts including the symbols and schematic diagrams; laboratory work in installation of controlled systems, test instruments and their use including actual system adjustment for proper operation are all a part of this course. Electric and electronic controls will be presented.

ART

ART 205 History and Appreciation of Art 5 0 5

To establish an understanding of art, to develop an appreciation for the relation between art and man, and to study art in a cultural environment.

AUTOMOTIVE

AUT 1121 Braking Systems 3 3 4

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

AUT 1123 Automotive Chassis and Suspension Systems 3 10 6

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment.

AUT 1124 Automotive Power Train Systems 3 9 6

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

AUT 1125 Automotive Servicing 3 12 7

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble-shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.

AUT 1126 Advanced Electrical Systems 3 9 6

Detailed study in theory and construction of Electronic controlled charging and ignition systems.

AUT 1127 Advanced Fuel Systems 3 9 6

Extensive practices in repairing and adjusting multi-Venturi carburetors of latest

types and fuel injection systems on domestic and import cars will be covered. Auto-emission control systems repair and adjustments emphasized.

AUT 1128 Advanced Automatic Transmissions 3 9 6
Extensive study and practice in operational theory of the latest types of automatic transmissions.

AUT 1129 Advanced Automatic Transmission Servicing 3 9 6
Emphasis placed upon diagnostic road-testing, repair and final linkage adjustments made after repair and replacement in Chassis.

AUT 1130 Advanced Auto Shop Service 3 9 6
Introduction to Auto Shop foremanship and specifications for rebuilding, replacing and repair of working components of the automobile. Emphasis will be upon proper engine overhaul, brake service and front end servicing.

AUT 1131 Diagnostic Tuneup 3 9 6
Offers additional time for study and practical application of all tune up and test lab equipment. Emphasis will be upon diagnosing trouble from tests results and adjusting and servicing engines with various types of Emission Control Systems.

BUSINESS

BUS 101 Introduction to Business 3 0 3
A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

BUS 102 Typewriting 2 3 3
Introduction to the touch typewriting system using Automated Instruction, a system of films and tapes, with emphasis on fingering techniques, mastery of the keyboard, speed, and simple business correspondence.

BUS 103 Typewriting 2 3 3
Introduction to production typing problems and speed building using the Automated Instruction system. Attention to the development of the student's ability to produce mailable copies. The production units include tabulation, correspondence, and business forms.

BUS 104 Typewriting 2 3 3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production tabulation, manuscript, correspondence, and business forms.
Prerequisite: BUS 103 or equivalent.

BUS 106 Shorthand 3 2 4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 107 Shorthand 3 2 4
Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: BUS 106 or the equivalent.

BUS 108 Shorthand 3 2 4
Theory and speed building. Emphasis on development of speed in dictation and accuracy in transcription.
Prerequisite: BUS 107.

BUS 110 Office Machines 2 2 3

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

BUS 112 Filing 2 0 2

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check. Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

BUS 115 Business Law 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS 116 Business Law 3 0 3

Includes the study of laws pertaining to bailments, sales, riskbearing, partnership-corporation, mortgages, and property rights.

BUS 120 Accounting Principles I 3 2 4

An introductory course which acquaints the student with the accounting terminology, basic principles, techniques, papers, and special journals used in recording transactions for a business. Practical application of the principles learned are made by working problems for a corporation.

BUS 121 Accounting Principles II 3 2 4

A continuation of BUS with emphasis on the use of credit instruments, inventory valuation, depreciation, internal control, payroll taxes, and partnership accounting.

Prerequisite: BUS 120.

BUS 122 Accounting Principles III 3 2 4

This course includes the study of proprietorship, departments, branches, budgetary control, decision making, and statement analysis. Emphasis is placed on recording, summarizing, and interpreting accounting data.

Prerequisite: BUS 121.

BUS 123 Business Finance 3 0 3

Financing of business units, as individuals, partnerships, corporations and trusts. A detailed study is made of short-term, long term, and consumer financing.

BUS 124 Business Finance 3 0 3

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

BUS 126 Touch Shorthand I 3 0 3

This course presents the basic principles and theory of Stenograph machine shorthand.

BUS 127 Touch Shorthand II 3 0 3

A continuation of BUS 126 with emphasis on machine operation. The development of the ability to take dictation on the Stenograph machine.

BUS 128 Touch Shorthand III 3 0 3

A continuation of BUS 127. The development of the ability to take dictation on the Stenograph machine at the rate of 100 words per minute on straight new matter.

BUS 140 Industrial Accounting 3 2 4

Basic principles of accounting for assets, liabilities, and net worth. Familiariza-

tion with the use of accounting data in the industrial setting and with cost accounting theory and practices.

BUS 183 Terminology and Vocabulary 3 0 3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices.

BUS 201 Touch Shorthand IV 3 0 3
A continuation of BUS 128. The development of the ability to take dictation on the Stenograph machine at a minimum of 120 words per minute on straight new matter.

BUS 205 Advanced Typewriting 2 3 3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.

BUS 206 Dictation and Transcription 3 2 4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed.
Speed: 100 words a minute for three minutes on new material.

BUS 207 Dictation and Transcription 3 2 4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices.
Speed: 110 words a minute for three minutes on new material.

BUS 208 Dictation and Transcription 3 2 4
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy.
Speed: 120 words a minute for three minutes on new material.

BUS 209 Machine Processes 2 0 2
Skills course for demonstration and practice in the correct techniques of operating the transcription and dictation units emphasizing spelling, punctuation, and letter placement and the duplicating equipment.

BUS 210 Typing Office Practice 2 0 2
A course designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods—executive, medical, legal, and general office.
Prerequisite: BUS 205.

BUS 214 Secretarial Procedures 3 0 3
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

BUS 215E Office Application (Executive) 0 12 6
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for twelve hours per week. The objective is to provide actual work experience for secretarial students and an opportunity

for the practical application of the skills and knowledge previously learned, according to the course of study.
Prerequisite: BUS 214, BUS 205, BUS 208.

BUS 215M Office Application (Medical) 0 12 6
During the sixth quarter only, students are assigned to work in a business, technical, or professional office for twelve hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.

BUS 222 Accounting 5 2 6
Thorough treatment of the field of general accounting providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital.

BUS 223 Accounting 5 2 6
Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes.

BUS 225 Cost Accounting 3 2 4
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.

BUS 227 Advanced Accounting 3 2 4
Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting.
Prerequisite: BUS 223.

BUS 229 Income Taxes 3 0 3
A presentation of the underlying principles of income taxes and that of a sole proprietorship.

BUS 230 Corporate Taxes 3 0 3
A further study of tax accounting, with special emphasis placed on corporations, estates, and trust.

BUS 232 Sales Development 3 0 3
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

BUS 233 Personnel Management 3 0 3
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.

BUS 234 Personnel Management 3 2 4
Continued objectives, functions and organization of personnel programs; selection, training, placement, basic job analysis, classification and rating of employee's wage incentive systems; discipline and techniques of supervision; elimination and reduction of employment hazards; the collective bargaining process.

BUS 235 Business Management 3 0 3
Principles of business management including overview of major functions of

management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision?making function versus the operating function. Role of management in business-qualifications and requirements.

BUS 237 Wholesaling 3 0 3
The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling.

BUS 239 Marketing 3 0 3
A general survey of the field of marketing, with a detailed study of the functions, policies and institutions involved in the marketing process.

BUS 240 Marketing Problems 3 0 3
A continuation of the general survey of the marketing field, with particular emphasis given to the application of principles through case analysis and problem solving.

BUS 241 Sales Promotion Management 2 2 3
The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.

BUS 243 Advertising 3 0 3
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market.

BUS 244 Purchasing 3 0 3
A study of procedure in obtaining the correct items and quantities of items to provide proper production. To inform the student in the proper procedure in acquiring produce at the lowest cost consistent with quality requirement and pro-practic of writing advertising copy for various media.

BUS 247 Business Insurance 5 0 5
A presentation of the basic principles of risk insurance and their application to the sharing of losses. A survey of the various fields and types of insurance is included.

BUS 245 Retailing 3 0 3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.

BUS 249 Buying and Merchandising 2 2 3
Analyze the organization for buying; what and how much to buy. Topics included are the psychology of dealing with people, vender relations, planning merchandise assortment, inventory and stock control, pricing.

BUS 255 Interpreting Accounting Records 3 0 3
Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation analysis, and utilization of accounting statements.

Prerequisite: BUS 121.

BUS 271 Office Management 3 0 3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automotion, planning, controlling, organizing and actuating office problems.

BUS 272 Principles of Supervision 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

BUS 284M Terminology and Vocabulary (Medical) 3 0 3

Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course to study, as it is used in business, technical, and professional offices.

BUS 1103 Business Operations 3 0 3

An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer-employee relations.

CARPENTRY

CAR 1001 Practical Carpentry 5 20 11

An eleven-week course designed to equip individuals with the necessary knowledge and skills to enable them to become employed as practical floor and wall framing carpenters. The student will study the nomenclature, care, use, storage, and safety of hand tools and portable electrical tools used in the carpentry trade. Skills will be developed through practical exercises in laboratory instruction.

CAR 1002 Practical Carpentry II 5 20 11

This course is a continuation of Practical Carpentry I. The student will study blueprint reading with emphasis on floor plans, foundation plans, sections and details, along with simple specifications. Emphasis will be placed on the layout and the correct measure of framing and finishing structural members. Additional materials will be studied such as tongue and groove lumber, plywood, molding and sub-assemblies such as window and door units. Basic roof framing, interior and exterior trim, along with general construction methods and techniques, will be studied.

CAR 1101 Carpentry: Tools, Processes and Introduction to Framing 4 21 11

A brief history of carpentry and present trends of the construction industry. The course will involve operation, care and safe use of carpenters handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.

CAR 1102 Carpentry: Framing 3 12 7

Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including: floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the machanical equipment such as: electrical, air conditioning, heating, and plumbing.

CAR 1103 Carpentry: Finishing 4 15 9

Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing

carpentry such as: exterior cornice, door and window trim; interior flooring, door and window facing, molding, and cornice construction; installation of hardware; and installation of built in equipment and cabinets.

CAR 1104 Carpentry: Cabinet Making 3 21 10
Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of: base and wall cabinets, built in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied.

CAR 1114 Building Codes 3 0 3
A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

COMMERCIAL ART

CAT 100 Visual Communication Topics 1 0 1
A weekly seminar in which programs will be presented on topics of particular interest to the students.

CAT 101 Visual Communication Topics 1 0 1
Continuation of weekly seminars in which programs will be presented on topics of particular interest to students of the Visual Communications Department. Guest speakers, formal programs, demonstrations and student presentations will be used. Emphasis is on career opportunities in Visual Communications.

CAT 105 Drawing 1 4 3
An introduction to the basic manipulative techniques of drawing. Emphasis is placed on the various drawing mediums, drawing surfaces, and the encouragement of graphic expression, crayon, chalk, and mixed mediums.

CAT 106 Drawing 1 4 3
Continuation of Drawing 105 emphasizing the human figure and its expressive potentials. The student will gain experience in perspective, light and shade, mass, size and placement, character and expression in graphite, pen and ink, crayon and chalk, transparent and opaque watercolor.

CAT 107 Drawing 1 4 3
The encouragement of individual selection of materials and techniques, subject and execution to assigned problems in drawing. Perspective, reference files and research will be stressed in the solution of practical problems.

CAT 121 Design 1 4 3
A study of the basic design fundamentals and principles, and visual problem solving methods. Emphasis is placed upon assigned problems in basic design. Studio terminology, equipment, and materials will also be stressed.

CAT 122 Design 1 4 3
Assigned problems in two and three dimensional design requiring attention to principles of design. Color theory will be presented.

CAT 123 Design 1 4 3
Advanced problems in design. Solutions to practical problems in design for

advertising; visual merchandising, photography and television graphics will be stressed.

CAT 116 Photography 1 4 3
An introduction to the science of photography, photographic equipment and materials. A study of fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned problems in shooting, darkroom procedures, and presentation of photographic prints.

CAT 117 Photography 1 4 3
Continuation of Photography I with emphasis on product photography and the use of photography in advertising.

CAT 118 Photography 1 4 3
A study of advanced photographic techniques used in advertising design, visual merchandising and television graphics. Particular emphasis is placed on photo-mechanical processes used in contemporary visual communications. Includes an introduction to the field of color photography.

DFT 101 Technical Drafting 1 4 3
An introduction to drafting and design practices and principles. The attainment of the basic skills and techniques of drafting; including use of drafting equipment, lettering, freehand, orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views and standards and practices of dimensioning and noting. Methods of reproducing, filing and storing drawings are studied and the student is introduced to "working drawings."

CAT 201 Typography and Lettering 2 5 3
Fundamentals of lettering. Execution of finished lettering for reproduction. Lettering and typography indication for layouts and compretehensive design. A survey of typographic terminology, equipment and materials. Applied problems in various mediums.

CAT 202 Typography and Lettering 2 2 3
Continuation of Typography and Lettering. Assigned problems in special purpose materials. Emphasis upon application to the product and its package, posters, signs and advertisement headings.

CAT 211 Copywriting 2 2 3
A study of the techniques used in originating effective copy for various communicative media. Emphasis is placed upon a review of existing printed materials, the encouragement of originality and completeness of purpose, attention to format. Theory and practice of originating copy for media such as retail store, outdoor posters, leaflets, business and consumer publications.

CAT 212 Copywriting 2 2 3
Continuation of Copywriting. Progressively complex problems in originating copy for catalogues, annual reports, institutional brochures and booklets. Applied problems in typography specifications, selection of type, size, arrangement, space considerations.

CAT 204 Advertising Studio 2 2 3
Basic studio skills required of the advertising design artist. Through practical problems, the students learn techniques for solving graphic arts problems and are introduced to art media used today in art and advertising agencies.

CAT 205 Advertising Studio 2 2 3
Continuation of Advertising Studio. Originating concepts and effective solutions in selected media. Layouts, comprehensive, and mechanical art.

CAT 206 Advertising Studio 2 2 3
Continuation of Advertising Studio. Advanced graphic problems in comprehensive and mechanical form.

CAT 207 Advertising Production 2 4 4
An introduction to the mechanics of printed reproduction in its various forms. Graphic arts terminology and techniques. Physical requirements of art work for reproduction. A survey of existing printed materials and production requirements.

CAT 208 Advertising Production 2 4 4
Continuation of Advertising Production with emphasis on physical requirements and production techniques for lithography, letterpress reproduction.

CAT 209 Advertising Production 2 4 4
Continuation of Advertising Production. Proper selection, budgeting printing jobs, extensive field trips to production facilities.

CAT 210 Illustration 2 2 3
Survey of illustrative techniques, assigned graphics problems in various mediums for stated communicative formats.

BUS 243 Advertising Principles 3 0 3
A comprehensive survey of mass communication media; its economic and social significance as related to the problems of production, marketing and consumption. Existing advertising media, terminology, reference materials, and current publications.

CAT 213 Advertising Thesis 0 4 2
A project to be arranged between the student and the major instructor to encourage individual and original concepts as relating to the student's vocational interests. A professional portfolio is prepared and the student learns from real life problems how to present himself and his portfolio to prospective employers.

CAT 214 Professional Practices and Procedures 1 2 2
A study of professional practices involved in the organization and operation of businesses concerned with advertising art production and reproduction. Involves student research into and reports on the operation of advertising agencies, art agencies and art departments in retail stores, packaging and printing companies, and manufacturing corporations. Includes corporate structure, buying, selling, pricing, operating expenses, contracts, job descriptions, etc.

DRAFTING AND DESIGN

DFT 101 Technical Drafting 0 6 2
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

DFT 102 Technical Drafting 0 6 2
The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical

design elements involving points, lines, plans, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.

Prerequisite: DFT 101.

DFT 103 Technical Drafting 0 6 2

Intersection and developments and their practical solutions. Where applicable, model solutions accompany the problems. The various techniques employed to produce and render isometric and oblique drawings, isometric, dimetric and trimetric projections, will be included.

Prerequisite: DFT 102.

DFT 201 Technical Drafting 2 6 4

Applications and constructions of charts, graphs, and nomographs in engineering and technical data. Screw threads, springs, keys, rivets, piping, and welding symbols, methods of representing and specifying will be covered. Basic mechanisms of motion transfer, gears and cams, will be studied and drawn with emphasis on methods of specifying, calculating, dimensions, and delineating.

Prerequisite: DFT 103.

DFT 204 Descriptive Geometry 2 4 4

Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.

Prerequisites: DFT 102, MAT 102.

DFT 205 Design Drafting I 2 6 4

Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course.

Prerequisites: DFT 204, MAT 102, PHY 102.

DFT 206 Design Drafting II 2 6 4

Research to solve a problem in design by consulting various manuals, periodicals, and through laboratory experiments. A written technical report, preliminary design sketches, layout drawings, detail drawings, assembly and sub-assembly drawings, pictorial drawings, exploded pictorial assembly, patent drawings and specifications are required as a part of the problem.

Prerequisites: DFT 205, DFT 210.

DFT 211 Mechanisms 3 2 4

Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities and acceleration of points within a link mechanism; layout methods for designing cams, belts, pulleys, gears and gear trains.

DFT 212 Jig and Fixture Design 2 6 4

Commercial standards, principles, practices and tools of jig and fixture design. Individual project and design work to acquaint students with the types of jigs and fixtures and their design.

DFT 1101 Schematics and Diagrams: Power Mechanics 0 3 1

Interpretation and reading of blueprints. Development of ability to read and

interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

DFT 1104 Blueprint Reading: Mechanical 0 4 1
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

DFT 1110 Blueprint Reading: Building Trades 0 3 1
Principles of interpreting blueprint and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

DFT 1111 Blueprint Reading and Sketching 5 0 5
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, devices, switches, electrical heating devices and wiring.

Prerequisite: PHY 1101.

DFT 1112 Blueprint Reading and Sketching 3 2 4
Design to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work.

Prerequisite: DFT 1111.

DFT 1113 Blueprint Reading: Electrical 0 3 1
Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.

DFT 1116 Blueprint Reading: Air Conditioning 1 3 2
A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and lay out air conditioning systems.

DFT 1117 Blueprint Reading: Welding 0 3 1
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

DFT 1118 Pattern Developing and Sketching 0 3 1
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

DFT 1145 Specifications and Contracts 2 0 2
The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.

ECONOMICS

ECO 102 Economics 3 0 3

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

ECO 104 Economics 3 0 3

Greater depth in principles of economics, including a penetration into the position and pricing of national output, distribution of income, international trade and finance, and current economic problems.

ECO 108 Consumer Economics 3 0 3

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

ECO 109 Consumer Economics 3 0 3

A continuance of Consumer Economics (ECO 108) and its integral participation of business enterprise.

ECO 201 Principles of Economics I 5 0 5

A survey of basic economic principles, business organization, pricing mechanisms, money and banking, monetary and fiscal policy, production and distribution of national income.

ECO 202 Principles of Economics II 5 0 5

A continuation of Economics 201 with emphasis on international trade and finance, comparative economic systems, and current economic problems.

ELECTRONIC DATA PROCESSING

EDP 104 Introduction to Data Processing 3 2 4

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. This course is a prerequisite for all programming courses.

ELECTRICAL

ELC 201 Electrical Machinery 3 0 3

A course in the basic understanding and application of electricity to modern industrial machinery. Included is a study of direct current motors, motor controls and protecting devices, transformers, and the industrial applications of this equipment.

ELC 1102 Applied Electricity 2 3 3

The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.

ELC 1112 Direct and Alternating Current 5 12 9

A study of electrical structure of matter and electron theory, the relationship

between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELC 1113 Alternating Current and Direct Current Machines and Controls 5 12 9

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, timers, or sequencing switches.

ELC 1114 Principles of DC Current 2 9 5

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. An analysis of direct current circuits by Ohm's Law. Will include a study of the sources of direct current voltage potentials, chemical, mechanical, heat and other sources.

ELC 1115 Principles of AC Current 2 9 5

A study of the fundamental concepts of the sources of alternating current and its characteristics. The use of Kerchhoff's Law in analysis of current flow, reactance, impedance. Phase angle, power and resonance. Details of circuits will be stressed.

ELC 1116 DC Machines and Controls 2 9 5

Provides fundamental concepts of construction in Direct current machines and controls. Emphasis placed on use of test equipment to determine current values and for the diagnosis of malfunctions in electrical equipment.

ELC 1117 AC Machines and Controls 2 9 5

Provides fundamental concepts in single and polyphase alternating current circuits, voltages currents, power measurements, transformers and motors. Basic concepts of basic AC machines and controls. Testing procedures and repairs as needed in small appliances, switches, thermostats and motor control switching is emphasized.

ELC 1120 National Electrical Code I 5 0 5

The study and application of the Electrical Code.

ELC 1121 National Electrical Code II 5 0 5

The study and application of the Electrical Code.

ELC 1124 Residential Wiring 5 9 8

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

ELC 1125 Commercial and Industrial Wiring 5 12 9

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.

ELECTRONICS

ELN 201 Industrial Controls 3 2 4

Industrial controls is the study of modern methods of controlling machinery by electronic circuitry. Machinery controls and electronic mechanisms that automatically operate machines will be studied. Types of motors, generators, control signals and devices, thyratrons, gates, switches, and servomechanism circuits are major areas of study.

ELN 1118 Industrial Electronics 3 6 5

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.

ELN 1119 Industrial Electronics 3 6 5

Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries.

ENGLISH

ENG 1101 Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

ENG 1102 Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing.

ENG 101 Grammar 5 0 5

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

ENG 102 Composition 3 0 3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.

ENG 103 Report Writing 3 0 3

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.

ENG 105 English Composition I 5 0 5

The study and practice of expository writing. This course seeks to develop basic writing and organizational skills through attention to the principles of clear and effective self-expression and through the careful reading of selected prose essays and fiction.

ENG 106 English Composition II 5 0 5

Prerequisite: English 105 or transferred equivalent.

The study of imaginative writing through an introduction to types of literature, and the further development of an effective writing style through reflective and critical themes and the practice of research and presentation techniques.

ENG 204 Oral Communication 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

ENG 205 World Literature I 5 0 5

Prerequisites: English 105 or 106 or equivalents.

A study primarily of Western literature, emphasizing the contributions of its greatest writers to both the representative culture and the subsequent tradition, through the Renaissance.

ENG 206 World Literature II 5 0 5

Prerequisite: English 205.

A study of the greatest works and authors of primarily Western literature from the seventeenth to the present century.

ENG 206 Business Communication 3 0 3

Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

GENERAL STUDIES

EDU 1026 General Studies I 10 0 10

General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in basic arithmetic and personal hygiene. Individual goals are established for each student and he is encouraged to move through the course at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

EDU 1027 General Studies II 10 0 10

General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs, solving applied mathematic problems, and presenting human relations and situations. Individual goals are established for each student and he should progress at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

GEOGRAPHY

GEO 201 Principles of Geography 5 0 5

An introductory course which studies the earth and the environment of man, emphasizing the physical patterns of climate, landforms, soils and natural resources. Recommended as a background for all other courses in geography.

HEALTH & PHYSICAL EDUCATION

HE 101 Personal Health and Hygiene 2 0 2
A course designed to meet the health knowledge requirements necessary to guide the student to a more healthful way of life. Fall or Spring.

PE 101-102M General Physical Education for Men 2 0 2
Designed to meet the needs and interests of freshman college men through physical fitness training and the development of fundamental skills in indoor and outdoor team and dual sports. Fall: soccer, touch football, basketball, wrestling. Spring: tumbling, volleyball, track, softball.

PE 101-102W General Physical Education for Women 2 0 2
Designed to meet the needs and interests of freshman college women through physical fitness training and the development of fundamental skills in indoor and outdoor individual and team sports. Fall: field hockey, soccer, basketball, modern dance. Spring: volleyball, tumbling, track, softball.

PE 215 Individual Sports II 2 0 2
A course designed to build skills and develop basic competencies and appreciations in tennis and badminton, so that the individual will participate in these activities both during his college years and in his post-college life.

HISTORY

HIST 207 American History 5 0 5
A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War to the present. Required for all freshmen.

HIST 208 American History (Cont'd) 5 0 5
A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.

INDUSTRIAL SCIENCE

ISC 102 Industrial Safety 3 0 3
Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.

ISC 120 Principles of Industrial Management 3 2 4
The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control, purchasing, cost control. Plant problems are utilized as lab experiments.

ISC 201 Industrial Organization and Management 3 0 3
Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training and supervision of personnel as found in typical industrial organizations.

ISC 202 Quality Control 3 2 4

Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.

ISC 204 Value Analysis 3 0 3

The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.

ISC 207 Foremanship Supervision 3 2 4

The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments of units, duties and responsibilities, policies and procedures, and rules and regulations.

Prerequisite: BUS 272.

ISC 209 Plant Layout 3 2 4

A practical study of factory planning with emphasis on the most efficient arrangements of work areas to achieve lower manufacturing costs. Layouts for small and medium sized plants, layout fundamentals, selection of production equipment and materials handling equipment. Effective management of men, money and materials in a manufacturing operation.

ISC 210 Job Analysis and Evaluation 3 2 4

This study is based on product studies as well as personnel and wage program. The course utilizes the study of product design, value analysis, materials and processes as an intricate part of productive procedures.

ISC 211 Work Measurement 3 2 4

Principles of work simplification including administration of job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts; multiple activity charts, operation charts, flow diagrams and methods evaluation.

ISC 220 Management Problems 3 0 3

A study of personnel and production problems from the standpoint of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.

ISC 231 Manufacturing Cycles 5 0 5

Purchasing and distribution costs; consumption patterns, channels of distribution; marketing of consumer goods; shopping, specialty, agricultural and industrial goods; service marketing; functional middlement; speculation and hedging; wholesaling shipping and warehousing; exporting and trade movements; standardization and grading; pricing government regulation of competition; sales promotional activities; merchandising practices.

MASONRY

MAS 1101 Bricklaying 5 15 10

The history of the bricklaying industry. Clay and shell brick, mortar, laying

foundations, laying to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.

MAS 1102 Bricklaying 5 15 10
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, wall ties and caulking methods are stressed.

MAS 1103 General Masonry 5 15 10
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques.

MAS 1104 Bricklaying I 2 9 5
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.

MAS 1105 Bricklaying II 2 9 5
A continuation of practice in MAS 1104 with emphasis on developing skills and speed with use of tools of masonry trade.

MAS 1106 Bricklaying III 2 9 5
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, wall ties and caulking methods are stressed.

MAS 1107 Bricklaying IV 2 9 5
A continuation of MAS 1106 with emphasis on skill developing in planning walls and chimneys.

MAS 1108 General Masonry I 2 9 5
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques.

MAS 1109 General Masonry II 2 9 5
A continuation of MAS 1109 with emphasis on construction of fireplaces, glazed tile, and panel work with decorative stones such as granite, sand stones and marbles.

MAS 1113 Masonry Estimating 2 3 3
This is a practical course in quantity "take off" from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.

MATHEMATICS

MAT 101 Technical Mathematics
This course provides mathematical foundations necessary for additional course work in Technical Mathematics Sequence. Topics include fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations, with simple applications in the Technologies.

MAT 102 Technical Mathematics

Prerequisite: MAT 101.

Advanced algebraic and trigonometric topics, analytical geometry and their application to a wide range of technical situations.

MAT 103

Prerequisite: MAT 102.

A continued study of the fundamental and technical application of mathematics to the real world. This course includes an introduction to applied calculus and an application of these concepts to practical situations.

MAT 105 Introduction to College Mathematics

The historical development of the numeral system, the properties and operations associated with decimal and non-decimal number systems; elements of logic and set theory are some of the topics included to provide a basis for investigation of the arithmetic and algebraic axioms of operations with the real number system in theory and application, inductive proof, mathematical systems, and systems of numerations. This course is required for all general education majors.

MAT 107 College Algebra

A study of fundamental operations, sets, functions, sequences, and series, quadratic equations in two variables, complex numbers and theory of equations.

MAT 110 Business Mathematics

A review of basic mathematics. An introduction to current practice in computing payrolls, commissions, discount and interest. A required course for Business majors.

MAT 1101 Fundamentals of Mathematics

The fundamentals of arithmetic will be covered. Plane and solid geometric figures used in industry. Measurement and metric system will be discussed and applied to trades.

MAT 1103 Geometry

Fundamental properties and definitions of plane and solid geometric figures, geometric constructions and geometric principles as they are applied to shop operations.

MAT 1105 Fundamental Mathematics II 3 0 3

The emphasis is placed on practical shop mathematical problems dealing with formulas, square root equipment, ratios, applied geometry, and geometric constructions. Concepts for linear and volume measure are taught. Major emphasis is placed on the applied geometric measurements with the correct application of the required formula for the lay-out or problem involved.

MAT 1112 Building Trades Mathematics 5 0 5

Practical problems dealing with volumes, weights, ratios; mensuration; and basic estimating practices for building materials.

MATH 1115 Electrical Math

A study of fundamental concepts of mathematics and algebra. An introduction to trigonometric functions and their application of right angles. This course will also include a study of vectors for use in alternating current.

MECHANICAL

MEC 101 Machine Processes 0 6 2

An introductory course designed to acquaint the student with basic hand tools,

safety procedures and machines processes of our modern industry. It will include a study of measuring instruments, characterics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.

MEC 102 Machine Processes 0 6 2
Advances operations on lathe, drilling, boring and reaming machines. Milling machine theory and practice. Thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.

MEC 111 Manufacturing Processes 3 3 4
A survey of manufacturing processes, machines, tools, and devices with regard to their capabilities, capacities, tolerances, finishes, etc. Product design, materials utilized, engineering nomenclature, and common terminology will be discussed.

MEC 112 Manufacturing Processes 3 3 4
Process planning of operation sequences for efficient production, tool planning, and estimating. An introduction to metallurgy as well as characteristics of nonmetallic materials.

MEC 205 Strength of Materials 3 2 4
Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analyses of these stresses are made as applied to thin-walled cylinders and spheres, riveted and welded joints, beams, columns and machine components.

MEC 210 Physical Metallurgy 3 3 4
Introductory course in metallurgy, a basic study of the properties of metals and alloys. Analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Solid (crystalline) structures, methods of designating crystal planes; liquid and vapor phases; phase diagrams; and alloy systems.

MEC 211 Physical Metallurgy 3 3 4
Properties of metals and alloys, the reactions of metals, diffusion, carburizing, metal bonding and homogenization; recrystallization and grain growth, age hardening, nitriding, internal oxidation; heat treatment of steel; laboratory experiments and demonstrations.

MEC 213 Production Planning 3 3 4
Day-to-day plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Drafting room layout for planning and control.

MEC 217 Engineering Materials and Processes 3 3 4
An introductory study of the common materials used in engineering, such as woods, metals, concrete, plastics, etc., and the related physical testing to determine their properties and strengths. Emphasis is placed upon problem-solving and engineering application.

MEC 235 Hydraulics and Pneumatics 3 3 4
The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls,

electrohydraulic servomechanisms, plumbing, filtration, accumulators and reservoirs.

MEC 237 Control Systems 2 4 4
Hydraulic, pneumatic, mechanical, electrical and electronic control systems and components. Basic description, analysis and explanation of operation. Typical performance characteristics, limitations on performance, accuracy, applications and their utilization in industrial processes.

MEC 1101 Machine Shop Theory and Practice 3 12 7
An introduction to the machinist trade and the potential it holds for craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

MEC 1102 Machine Shop Theory and Practice 3 12 7
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.

MEC 1112 Machine Shop Processes 0 6 2
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

MEC 1120 Duct Construction and Maintenance 3 6 5
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods.

MEC 1133 Electrical and Mechanical Maintenance 3 6 5
To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-start.

MEC 1134 Electrical and Mechanical Maintenance 3 6 5
A study is made of those parts of the electrical code which affect the work of the industrial maintenance electrician. Practical experience is provided in wiring, installing and connecting the various types of services for lighting, heating and power installations. Training is provided in troubleshooting in the identification and testing of circuits, in making mechanical adjustments and related maintenance operations on various machines. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.

MEC 1135 Mechanical Installations 1 3 2
Installations of built-in appliances and other mechanical equipment found in the modern home or small commercial building will be studied in connection with framing and finishing of the carpentry work. Also, the worker must under-

stand the types of plumbing, heating, air conditioning and automatic sprinkler systems to be installed along with other appliances as stoves, ovens, dishwashers and refrigerators. Field trips are recommended.

MEC 1140 Hydraulics—Fundamentals 3 0 3
This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators and basic maintenance procedures.

MUSIC

MUS 230 Introduction to the Appreciation of Music 5 0 5
The development of knowledge and understanding of good music. Emphasis given to the history of music, outside reading, forms of music found in different periods, listening, and the relationship of music to general cultural development.

PHYSICS

PHY 101 Physics: Properties of Matter 3 2 4
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

PHY 102 Physics: Work, Energy, Power 3 2 4
The major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.

PHY 103 Physics: Electricity 3 2 4
Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horse-power, wattage, and transformers are major parts of the course.

PHY 106 Applied Mechanics 5 0 5
Concepts and principles of statics and dynamics. Parallel concurrent and non-current force systems in coplanar and noncoplanar situations. Concepts of centroids and center of gravity, moments of inertia, fundamentals of kinetics, and kinematics of velocity and motion.

PHY 1101 Applied Science 3 2 4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

PHY 1102 Applied Science 3 2 4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

PLUMBING

PLU 1115 Plumbing Installations 2 3 3

The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installations.

POLITICAL SCIENCE

POL 201 United States Government 3 0 3

A study of government with emphasis on basic concepts, structure powers, procedures and problems.

POL 201 American National Government 5 0 5

An introductory study of: (1) the basic concepts of political science, (2) a brief history and the basic principles of the constitution, (3) the structure, functions of, and the relations between the legislative, executive and judicial branches of the national government, and (4) the relations between the national and state governments.

POWER MECHANICS

PME 1101 Internal Combustion Engine 3 15 8

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

PME 1102 Engine Electrical and Fuel Systems 5 14 10

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

PME 1103 Diesel Engine Servicing 3 12 7

A study and practice in the servicing and repair of diesel engines and components. A study of fuels and special handling precautions, diesel fuel systems, injectors, pumps and controls. An advanced study of diesel engine principles, design, construction, reboring and installing of cylinder sleeves, and the operation of auxiliary engine controls.

PME 1121 Braking Systems 3 3 4

Braking principles are studied in relation to the coefficients of friction and heat, and the expansion of materials. The operating principles of hydraulic, pneumatic, combination, and vacuum brake systems are emphasized. Laboratory instruction is offered in the installation of brake lining and shoes, shoe reconditioning, drum turning, assembling and adjusting of brake systems and servicing of auxiliary units.

PME 1144 Power Trains 3 9 6

A study is made of types of gears, gear reduction ratios, gear combinations,

bearings, types of clutches, drive lines, universals, and hydraulics as applied to power transmissions. Laboratory instruction is offered in the repair and servicing of clutches, fluid couplings and torque converters, standard power overdrive, multiple and automatic transmissions, drive lines and universal joints, and single speed and multi-speed final drive assemblies.

Prerequisite: PME 1102. Corequisite: PME 1145.

PME 1145 Chassis and Suspension Systems 3 10 6

The principles involved in frame design, types of suspension, load weight distribution, types of steering, wheel alignment, and wheel balance are studied. The laboratory offers instruction in disassembly, inspection, reassembly, and adjustment of components of frame and suspension systems.

PRACTICAL NURSING

NUR 1101 Basic Science Credit 6

This course is designed to give the beginning student an understanding of basic science principles and their relationship to practical nursing. This course includes study of the structure and functions of the human body, principles of food and nutrition and selected effects of microbiology and related to nursing.

NUR 1102 Orientation to Vocational Relationships Credit 2

This course is designed to assist the student in understanding herself, her vocation and the individual needs of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in understanding her role as a potential worker in nursing, in establishing effective relationships with her co-workers and patients, and in establishing realistic goals for herself in her personal and vocational development.

NUR 1103 Introduction to Patient Care Credit 8

This course is planned to provide the opportunity for students to gain a knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. Lecture and planned class laboratory experience are followed by related clinical experience.

NUR 1104 Basic Principles of Drug Administration Credit 3

The basic concepts of drug therapy and an appreciation of the responsibilities and the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized.

Prerequisites: NUR 1101, NUR 1103.

NUR 1105 Care of Patients with Medical-Surgical Conditions I Credit 4

This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the common drugs and therapeutic measures of concern to the practical nurse. Lecture and class laboratory provide the background for selected clinical experiences.

Prerequisites: NUR 1101, NUR 1103.

NUR 1106 Obstetrics Credit 4

This course is designed to provide opportunities for students to acquire the knowledge, understanding and skill needed for rendering safe and effective nursing care to the maternity patient and newborn infant. Classroom instruction provides the background essential for planned clinical experience centered around

analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs.
Prerequisites: NUR 1101, NUR 1103.

NUR 1107 Pediatrics Credit 4
This course is designed to provide opportunities for students to acquire the knowledge, understanding and skills needed for rendering safe and effective nursing care of infants and children. Classroom instruction provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs.
Prerequisites: NUR 1101, NUR 1103.

NUR 1108 Care of Patients with Medical-Surgical Conditions II Credit 9
A continuation of NUR 1105.
Prerequisites: NUR 1104, NUR 1105.

NUR 1110 Vocational Relationships Credit 2
This course is designed to orient the student to her role as a Licensed Practical Nurse. It includes the study of opportunities in practical nursing and the obligations and responsibilities of the Licensed Practical Nurse as a person, a worker and a citizen. Relationships with other members of the health team to more fully achieve the goals of nursing are emphasized throughout the course.
Prerequisite: Complete all NUR courses in previous quarters.

NUR 1111 Care of Patients with Medical-Surgical Conditions III Credit 10
This course is designed to prepare the student for participation in the care of seriously ill patients and for development in the care of selected patients. Emphasis is placed on the assisting role of the Licensed Practical Nurse. Classroom instruction provides the background for planned clinical experiences.

PRINTING

CAT 105 Drawing 1 4 3
An introduction to the basic manipulative techniques of drawing. Emphasis is placed on the various drawing mediums, drawing surfaces, and the encouragement of graphic expression, crayon, chalk, and mixed mediums.

CAT 121 Design 1 4 3
A study of the basic design fundamentals and principles, and visual problems solving methods. Emphasis is placed upon assigned problems in basic design. Studio terminology, equipment, and materials will also be stressed.

CAT 116 Photography 1 4 3
An introduction to the science of photography, photographic equipment and materials. A study of fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned problems in shooting, darkroom procedures and presentation of photographic prints.

DFT 101 Technical Drafting 1 4 3
An introduction to drafting and design practices and principles. The attainment of the basic skills and techniques of drafting, including use of drafting equipment, lettering, freehand, orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views and standards and

practices of dimensioning and noting. Methods of reproducing, filing and storing drawings are studied and the student is introduced to "working drawings."

CAT 201 Typography and Lettering 2 5 3
Fundamentals of lettering. Execution of finished lettering for reproduction. Lettering and typography indication for layouts and comprehensive design. A survey of typographic terminology, equipment and materials. Applied problems in various mediums.

CAT 202 Typography and Lettering 2 2 3
Continuation of Typography and Lettering. Assigned problems in special purpose materials. Emphasis upon application to the product and its package, posters, signs and advertisement headings.

CAT 211 Copywriting 2 2 3
A study of the techniques used in originating effective copy for various communicative media. Emphasis is placed upon a review of existing printed materials, the encouragement of originality and completeness of purpose, attention to format. Theory and practice of originating copy for media such as retail store, outdoor posters, leaflets, business and consumer publications.

CAT 204 Advertising Studio 2 4 4
Basic studio skills required of the advertising design artist. Through practical problems, the students learn techniques for solving graphic arts problems and are introduced to art media used today in art and advertising agencies.

CAT 207 Advertising Production 2 4 4
An introduction to the mechanics of printed reproduction in its various forms. Graphic arts terminology and techniques. Physical requirements of art work for reproduction. A survey of existing printed materials and production requirements.

CAT 208 Advertising Production 2 4 4
Continuation of Advertising Production. Proper selection, budgeting and estimating of printing jobs, extensive field trips to production facilities.

PRN 125 Offset Camera 3 9 6
Instruction will include the theory and practice of preparing line and halftone negatives and positives for offset lithography. Camera settings, lens settings, chemical preparation, and film processing will be covered, an integral part of darkroom procedures. Negative handling, stripping, making flats, and exposing presensitized plates will be taught as a part of the photo-mechanical process.

PRN 126 Offset Camera 1 4 3
Advanced study and application of techniques introduced in PRN 125.

PRN 131 Offset Presswork 3 7 6
Theory and practice of operating offset printing presses will include experience on the Davidson press. Instructions will include inking and water systems, registration, feed and delivery systems, roller and blanket care, and basic trouble shooting.

PRN 132 Offset Presswork 3 12 7
This course is for the student to demonstrate and operate the small and large offset press in production work. Emphasis is placed on press register and mechanical problems. The press work is made up of practice, production, and color work. Good housekeeping, work habits, and safety are continued in this field. Professional practices and procedures will be emphasized.

PSYCHOLOGY

PSY 101 Introductory Psychology 5 0 5

A systematic survey of psychology as a natural science. Specific subject matter includes: physiological basis of behavior, growth, motivation, learning, and individual differences.

PSY 112 Personality Development 3 0 3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

PSY 206 Applied Psychology 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to one-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

PSY 1101 Human Relations 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

SOCIAL SCIENCE

SSC 201 Social Science 3 0 3

An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

SSC 202 Social Science 3 0 3

A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual.

SSC 205 American Institutions 3 0 3

A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage.

SOCIOLOGY

SOC 201 Introduction to Sociology 5 0 5

A study of the characteristics of human society; interrelationships of personality, society and culture; analysis of factors associated with development of man's group life and social environment; the influence of social structure upon individual behavior.

SPEECH

SPE 101 Speech Fundamentals 5 0 5

An introduction to the nature and fundamentals of speech; a study of its principles; practice in the development of good habits.

WELDING

WLD 1101 Basic Gas Welding 0 3 1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.

WLD 1102 Basic Arc Welding 0 3 1

Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

WLD 1112 Mechanical Testing and Inspection 1 3 2

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.

WLD 1120 Oxyacetylene Welding and Cutting 3 12 7

Introduction to the history of oxyacetylene welding, the principles of welding and cutting nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD 1121 Arc Welding 3 12 7

The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

WLD 1122 Commercial and Industrial Practices 3 9 6

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

WLD 1123 Inert Gas Welding 1 3 2

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

WLD 1124 Pipe Welding 3 12 7

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME Code.

WLD 1125 Certification Practices 3 6 5

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on atttaining skill in producing quality welds.

CONTINUING EDUCATION

Anson Technical Institute is dedicated to providing a broad range of educational and training programs. It offers everyone an opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help them become more effective members of their community. Anyone 18 years of age or older, is eligible to participate in the interesting variety of courses and programs offered by the Continuing Education Division.

The Continuing Education program is a flexible one. Classes are offered for people who wish to earn a high school diploma; for those wishing to learn new skills, or upgrade themselves; and for those with special and general interest. Thus, courses range from adult literacy training through high school diploma preparation and college preparatory classes. Supervisory training is also provided in cooperation with local industry and business. Persons desiring classes in any particular field that Anson Technical Institute has not offered should contact the Director of Continuing Education. The Continuing Education Department will be happy to work with you in any way.

CLASS SCHEDULES AND ENROLLMENT

Classes are scheduled at various times on campus and at locations throughout Anson County. Classes are organized on a basis of need, interest, and availability of suitable instructors and facilities. A full program is offered with classes usually meeting once or twice a week, — from two to three hours, — each session. Enrollment may be completed at the first class. Anyone enrolling after a class has been organized does so at the first class attended. A certificate of attendance is awarded upon 75 percent attendance in the class.

FEES AND INSURANCE

A standard registration fee of $2.00 is the only instructional cost. Although there are cost for books, supplies, materials, tools or instructional equipment used in some of the courses. Accident insurance is available for all students, and may be required for certain courses.

LOCATIONS OF CLASSES

The following locations are used on a regular basis for Continuing Education classes. There are numerous other locations used for an individual class.

Anson Technical Institute Campus
Anson County Public Library, Wadesboro
Bowman Senior High School, Wadesboro
Peachland Methodist Church, Peachland

Bob's Ceramics Shop, Wadesboro
First Methodist Church, Wadesboro
All Soul's Episcopal Church, Ansonville
Burnsville Fire and Rescue Building, Burnsville
Monroe Sewing Center, Monroe


Gallet HOSIERY CO.

Anson Technical Institute

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